

## **West Nyack Free Library Donations and Gifts Policy**

The West Nyack Library acknowledges the great importance of gifts and donations to the Library's future growth and development. In general, the West Nyack Library welcomes gifts of money, library materials, equipment, art, documents, photographs or property of any kind that promotes the mission of the Library. These gifts help to enrich and improve the Library's resources.

The Library reserves the right to accept or to decline acceptance of any gift. Once a donation is accepted, it becomes the sole property of the West Nyack Free Library; the gift shall be final; no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective. The Library Board of Trustees reserves the right to decide upon the disposition of all gifts received. Those wishing to make a gift of any type to the West Nyack Free Library should contact the Library Director or a member of the Board of Trustees. Gifts will be considered and, if appropriate, accepted by the Board of Trustees.

### **Donation of Goods**

The Library considers donations for the collection, such as books and technology/audiovisual materials, as well as other items, such as equipment and furniture. The Library will endeavor to accept gifts so long as the gift is consistent with the Library's designated needs. Library donors may include individuals, businesses, civic organizations, or foundations. Tax benefits may accrue to donors, but it is the responsibility of the donor to ascertain the value of donated goods.

Donations to the Library's collections are screened for acceptance using the same selection principles that are used to evaluate materials for purchase. Similarly, donated items are withdrawn using the same criteria that are applied to purchased materials. Materials that are not normally accepted donations include magazines, Reader's Digest abridged books, encyclopedias, and textbooks. Books and audiovisual materials that the Library does not add to the collection are donated to the Friends of the Library. Items that the Friends cannot use are either donated to local charities or other organizations, or recycled if deemed unusable.

### **Financial Gifts**

Monetary contributions to the Library are appreciated and welcomed. There are several ways that individuals, businesses, civic groups, or Foundations may contribute funds to benefit the Library:

#### **• Memorial/ Recognition Donations and Other Gifts**

The library welcomes monetary gifts made in recognition or memory of individuals or organizations. Individuals may also name the Library as a beneficiary in their wills. The will might stipulate that the funds (or interest from part of the estate) be used to purchase particular items or materials in certain subject areas. In all cases, materials purchased with donated funds will be selected in accordance with the Library's collection development policy. Furnishings and equipment will be purchased in accordance with the Library's needs.

- **Unrestricted Contributions**

The Library may receive contributions with the instructions to use the funds for whatever purpose the Library deems is most useful. In those cases, the monies will be used for Library collections, to purchase furniture, equipment, or other items or for any other materials that may be needed. Unrestricted contributions may come from individuals, as part of an estate, or from organizations. Once a financial gift is used to purchase materials, furniture, equipment, etc., the items become the sole property of the West Nyack Free Library. The Library reserves the right to decide upon the disposition of all property.

- **The Friends of the Library**

The Friends of the Library raises monies for the Library through the sale of used books and other fund raising activities. Individuals and businesses may make donations to the Friends of the Library.

**Acknowledgement of Donations**

All gifts, other than donations of used materials, will be acknowledged by a letter of thanks to the donor from the Library Director. In instances where the gift is in honor or memory of a third party or individual, a letter will be sent to the honoree or to his or her family to inform them of the tribute. If the gift is used to purchase books, a bookplate will be placed inside each book with the donor's name, unless that person wishes to remain anonymous. Furniture purchased with donated funds will have a plaque placed on the item with the name of the individual or corporate donor unless anonymity is desired. Donors who make cash contributions will be given receipts.

# West Nyack Free Library Association

Date: \_\_\_\_\_

Donor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Notice of Gift to: \_\_\_\_\_

\_\_\_\_\_

The West Nyack Free Library Association gratefully accepts and truly appreciates the donation of the following gift. It is accepted with the understanding that it is offered free of any restrictions. The Library may display, loan, retain, sell or otherwise dispose of the gift in any manner deemed by the Board of Trustees to be in the best interests of the Library.

**Description of Gift:**

\_\_\_\_\_

Signature of Donor: \_\_\_\_\_

Signature of Library Director: \_\_\_\_\_

Accepted by the Board of Trustees on: \_\_\_\_\_

Signature of Board President: \_\_\_\_\_