

GIFT AND DONATION POLICY*

The Flint Public Library encourages the interest and involvement of citizens and organizations through bequests, trusts, and donations of monetary or other tangible assets for Library purposes. It is understood that special gifts and bequests should not take the place of public support but should enable the Library to provide and enhance services in ways not financially possible within the current municipal operating budget.

In general, the Flint Public Library welcomes gifts of money, books and other materials, equipment, works of art, documents, photographs, or property of any kind which promotes the mission of the Library. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

If a gift is accepted, the gift shall be final; no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective. Any gift valued more than \$1000 shall be approved by the Board of Trustees and memorialized in writing by filling out the gift agreement form. Gifts of less than \$1000 shall be approved by the Library Director.

Guidelines:

Monetary gifts: The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, Library staff will try to accommodate the donor's subject or title preferences. A book plate with the donor's name will be affixed to the item purchased. Because the Friends of the Flint have been granted a 501(c)3 status by the Internal Revenue Service and gifts to that organization are income tax-deductible to the extent allowed by law, monetary gifts should be made payable to the **Friends of the Flint Public Library**.

Materials: Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Flint for sale, given to other libraries, or discarded.

Collections: Gift collections will be accepted only by the Director in consultation with the Board of Library Trustees and with the understanding that the collection may not be kept intact.

Memorial gifts: The Library welcomes monetary gifts for purchase of materials for the collections given in recognition or memory of individuals or organizations. Memorial gifts should be made payable to the **Friends of the Flint Public Library and Memorial Gift Account noted in the "notes" field**. Whenever possible, the Library staff will choose items

which accommodate the donor's subject or title preferences. The name(s) of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

Real estate or other personal property: The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Library Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

Art and decorative objects: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution.

Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Board of Library Trustees.

No gifts posing a danger or threat to patrons will be accepted (e.g., metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

Valuation: The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

Future disposition of gifts: Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection of furnishings permanently. Excess articles may be first offered to other Town departments and then given to the Friends or discarded.

* (with thanks to the J.V. Fletcher Library, Westford, and the Memorial Hall Library, Andover)

Adopted by the FPL Board of Trustees: 5/15/95

Reviewed: 11/13/95

Reviewed: 10/7/96

Amended: 10/7/02

Amended: 10/15/07

Reviewed: 06/09/16

Amended: 11/14/16

GIFT AGREEMENT

Donor Name:

Date:

Address:

Telephone:

Email Address:

The Flint Public Library gratefully accepts the following gift 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 Library Trustees to be in the best interests of the Library.

The Board of Trustees appreciates this donation.

Description of Gift:

Signature of Donor:

Signature of Library Director:

Accepted by Board of Trustees on:

Signature of Board Chair: