

Loutit District Library

Gift Acceptance and Donation Acceptance Policy

Loutit District Library is grateful to accept gifts. The Library has been enriched by gifts of materials as well as monetary contributions.

I. Gifts of Collection Materials

Gifts of collection materials – books, periodicals, newspapers, CDs, DVDs, etc. – are accepted with the understanding that they become the property of the Library upon receipt and that the Library may make all decisions as to their retention, location, cataloging treatment and other considerations relating to their use and disposition.

II. Gifts of Money

- A. Directly to the Library General Fund – Unrestricted monetary gifts may be accepted at the discretion of the Library Board of Trustees to the best advantage of the Library. Restricted monetary gifts may be accepted on the condition that the specific use requested is consistent with the mission of the Library and the Collection Development Policy. Gifts of money to purchase tribute or memorial books are always welcome. These gifts will be expended for the designated purpose with appropriate recognition.
- B. To funds at the Grand Haven Area Community Foundation – The Foundation manages the Loutit District Library Endowment Fund for the Library. Gifts to the Fund are established in perpetuity and are intended for the continuing support of the Library.

III. Gifts of Artwork, Furnishings or Personal Property

Gifts of artwork, furnishings or personal property may be accepted by the Library Board of Trustees. While the Board of Trustees is always grateful for the offer of art and other collectibles, the decision to accept any gift will be based on its suitability to the Library's mission, décor and the availability of space for display. The Library will have the sole discretion of determining the location and length of display of these objects. Any gifts accepted will become the property of the Library and may be kept, given away, sold or discarded at the discretion of the Library Board. The Library may request that an artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance; merit of the work; and the reputation of the artist. An appropriate "deed of gift" or similar document transferring sole and exclusive ownership of the artwork to the Library will be required. The Library may also request evidence of provenance and present title to the artwork from the owner.

IV. Sponsorships

The Library welcomes sponsorships of specific programs, projects and events from individuals and groups including but not limited to businesses and service organizations. The Director must approve sponsorships. In assessing the suitability of accepting an offered sponsorship, the Director will consider the public image of the sponsor, its line of business and all of its products and services. A sponsor may receive public recognition.

V. Appraisals for Tax Purposes

Neither the Board nor the Director will assess or suggest a value for non-monetary gifts for income tax or other purposes. The Library will provide a descriptive receipt upon request.

Adopted by the Loutit District Library Board of Trustees on April 2, 2013.

Mary Jane Belter, Secretary



Loutit District Library

Expanding Horizons, Enriching Minds

Donated Materials Acknowledgement

Please read the policy below and keep this form as a record of your gift.

Loutit District Library is pleased to accept your gifts/donations. All donations become the property of the library and will be evaluated and handled in the same manner as purchased materials. Materials added to the library will be integrated into the collection and standard circulation procedures will be followed. No special shelves or sections will be designated for donated items.

Donor established value of non-cash items _____

Items donated _____

Loutit District Library Staff Signature _____ Date _____

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Donated Materials Acknowledgement – For Library Use

Please complete all applicable information (please print):

Name _____ Title _____

Organization _____ Telephone _____

Street Address _____

City _____ State _____ Zip _____

Items Donated: _____

Acknowledgement should be sent to (name and address if different from above):

Do you want to be added to the library's mailing list? Yes _____ No _____

I have read the policy above and agree that my donation may be handled in the prescribed manner.

Signature _____ Date _____

Staff initials _____