

LOUTIT DISTRICT LIBRARY GIFT 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. Since the library is fortunate to receive many kinds of gifts from donors who have a variety of wishes concerning those gifts, this policy establishes guidelines for the library to properly receive, channel and recognize donations and donors in appropriate fashion.

General Provisions

These provisions are applicable to all gifts to the library.

All gifts received by the library should be compatible with the library's long-range plans and mission. Gifts will be accepted as indicated in this policy and the Collection Development Policy, provided the gift does not unnecessarily obligate the library's funds (gifts that require maintenance or other expenditures).

The library reserves the right to decline any gift and all gifts become the property of the Loutit District Library. The library has the right to retain or sell any gift, unless there are donor restrictions and the Library Board has agreed to such restrictions.

Gifts of Collection Materials

Gifts of collection materials 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 according to library policy, including the Collection Development Policy.

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. Please be advised that pursuant to 2017 PA 38, the Library Board has authority to transfer any gift of intangible personal property, which includes monetary donations, to the Grand Haven Area Community Foundation.
- b. To Loutit District Library Endowment Fund 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.

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. Because the Library Board must approve any gift of artwork, furnishings or personal property, these objects should not be dropped off or left at the library without such approval.

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 mission of the Library. A sponsor may receive public recognition.

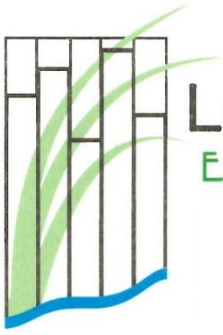
Any individual or group aggrieved by the Director or his/her designee’s decision regarding the acceptance or denial of a sponsorship may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate that it is an appeal and be sent to the Library Director. The individual or group must include the reasons for the appeal. The decision of the Library Board is final.

Appraisals for Tax Purposes

Appraisals of any gift are the responsibility of the donor. 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.

Originally adopted: April 2, 2013

Revised: April 3, 2018



Loutit District Library

Expanding Horizons, Enriching Minds

Materials Donation Acknowledgement

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

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.

Name _____

Address _____

Phone _____ (in case we have a question)

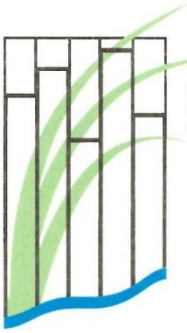
Items donated: _____

Donor established value of items: _____

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

Signature _____ Date _____

Staff initials _____ Copy of Form to Donor _____



Loutit District Library

Expanding Horizons, Enriching Minds

Monetary Donation Acknowledgement

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

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.

The Grand Haven Area Community 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. If you would like to support the Library through this fund, contact the Grand Haven Area Community Foundation, One South Harbor Dr, Grand Haven, MI 49417, 616.842.6378.

Name _____

Address _____

Phone _____ Email _____

Donation amount: _____ Please make checks payable to **Loutit District Library**.

I would like my donation to be used for:

If your gift is restricted, a staff member may contact you for additional information or details regarding your gift.

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

Signature _____ Date _____

Staff initials _____ **Copy of Form to Donor** _____