

UPPER MORELAND FREE PUBLIC LIBRARY

DONATIONS

Revised:	N/A
First Review:	4 th Qtr 2022
Reviewed:	N/A
Original:	01/09/2019

I. POLICY

A. The purpose of this policy is to specify the type of donations that the library will accept and how the library will handle these donations.

B. Donations include, but are not limited to, money, books, furniture, art, and equipment that support and further the mission, goals and objectives of the library, as established by the board.

C. Donations of stocks, annuities, and real property will be accepted on an individual basis at the discretion of the board of trustees in consultation with the director. The board will determine appropriate levels of recognition commensurate with the donations valued at more than \$10,000.

D. The director reserves the right to refuse donations with conditions/restrictions that are determined not to be in the best interest of the library or cannot be properly used, cared for, or secured by the library within normal operations and procedures of the library.

E. All donations accepted by the library become the property of the library, which has the prerogative to keep or dispose of the items at any time.

1. Items donated will not be returned to the donor.
2. Donors may suggest subjects or titles to be acquired with their donation, but the director reserves the right to make the final decision.

F. Restricted donations determined by the director to be in the best interest of the library must be used according to the donor’s conditions.

G. Monetary donations including endowments, bequests, or trusts must be used only for non-operating expenses. Investment interest may be used for operating expenses.

H. Receipts provided for donated materials will not state a value.

II. DEFINITION: Restricted donations are those to which the donor has defined specific terms, conditions, and purposes.

III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy.