

UPPER MORELAND FREE PUBLIC LIBRARY

DONATIONS

Revised:	10/13/2021
Next Review:	4 th Qtr 2024
Reviewed:	09/16/2021
Original:	01/09/2019

I. POLICY

- A. The purpose of this policy is to specify the type of donations that the library will accept, donor recognition guidelines, and clarify the board responsibilities with regard to 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, real property, and/or items will be accepted on an individual basis at the discretion of the board of trustees in consultation with the director.
- Donations of stocks, annuities, real property, and/or items estimated under \$1,000 will be accepted by the director without board approval.
 - Donations of stocks, annuities, real property, and/or items estimated over \$1,000 require board of trustee approval.
- D. The board will determine appropriate recognition commensurate with the donations valued at \$10,000 or more. For donations less than \$10,000, the director will determine the recognition.
- E. 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.
- F. All donations accepted by the library become the property of the library, which has the prerogative to retain, sell, 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.
- G. Restricted donations determined by the director to be in the best interest of the library must be used according to the donor's conditions.

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