

UPPER MORELAND FREE PUBLIC LIBRARY

Original:	01/9/2019
Revised:	9/11/2024
Approved:	11/18/2025

DONATIONS

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.

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.

- Donors are individuals, businesses, or organizations other than the Friends of Upper Moreland Free Public Library
- 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, and will not be returned to the donor
- Monetary donations including endowments, bequests, or trusts must be used only for non-operating expenses
 - Investment interest may be used for operating expenses.
- Donations of stocks, annuities, real property, and/or items will be accepted on an individual basis. Donations estimated under \$1,000 may be accepted by the director without board approval, items \$1,000 or greater require board of trustee approval
- Donors may suggest items to be acquired with their donation, but the director reserves the right to make the final decision
- The director reserves the right to refuse donations with conditions/restrictions that are determined to not be in the best interest of the library or cannot be properly used, cared for, or secured
 - Restricted donations that are accepted will be used according to the donor's wishes

Recognition of Gifts

- The board will review, and accept or revise, the directors recommendations for recognition commensurate with the donations valued at \$10,000 or more
- For donations less than \$10,000, the director will determine the recognition

Naming Rights

Naming rights may be considered for gifts of whose value is equal to or more than \$10,000 and will typically apply to a room, indoor or outdoor area, or other items of major value inside the facility or outside on library property. Naming rights may also be considered in honor of an individual when that person has given distinguished service to the library that merits recognition in the library's history.

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- Naming rights will not extend beyond the normal life of the space or item
- Acknowledgement of the contribution will remain in place for a period of no less than five years and no longer than 20 years
 - Plaques will remain in the original location to acknowledge the contributor when possible
 - In the event the room or building is significantly altered, any donor plaques displaced will be placed in an alternative location in accordance with the time frame developed for the original gift
 - Any request to alter or remove naming rights must include the original agreement

Proposals for naming rights are submitted in writing to the director and, if endorsed, approved by the board

- The board reserves the right to name the room, area, or item
- All agreements must be finalized before the board issues approval for a naming opportunity
- If a named individual or organization comes into disrepute at the library or in the community at large, the board of trustees may vote to discontinue the use of the name

When a major building project is undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the director, board, and the Upper Moreland Township commissioners.