

## **Gift and Donation Policy**

The Fairport Public Library Board of Trustees encourages donations to the Library which will further the mission of the library. Such donations are managed in accordance with the Library's policies. Gifts shall meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition.

### **Monetary Donations**

The Library accepts monetary donations without conditions on their use for projects previously approved by the Board, or for addition to the Library's Memorial Fund.

The Library accepts monetary donations for the purpose of purchasing Library materials consistent with the objectives of the Library collections. When the Library receives a cash gift for the purchase of materials, the general nature or subject area of the materials to be purchased will be based on the wishes of the donor. The library staff in accordance with the needs and selection policies of the library will make selection of specific titles. Efforts will be made to honor specific title requests, however these requests may be denied based on the needs of the library.

### **Donation of Library Materials**

The Library accepts books and other materials as donations with the understanding that they may be disposed of in a manner most convenient to the Library if the materials are not added to the collection. Means of disposing include sale, donation to other institutions, and when necessary, discarding. The Library issues a receipt for items donated upon request but does not establish a monetary value for the donation. The decision to add a particular item to the collection rests with the Library Director or designee.

### **Donations of Decorative or Display Objects**

Criteria for accepting gifts

The following points must be considered by the Library staff and trustees before accepting a gift of this kind:

1. Does it conform to the general architecture of the building?
2. Will it fit comfortably into the space available?
3. Does it make optimum use of the space available?
4. Is the object appropriate to the Library objectives?
5. What is the cost in accepting the gift, including cost of insurance, restoration, display, maintenance, storage.
6. Is it generally acceptable to the Board?

No gift will be accepted by the Library unless it is freely given to the extent that the Library may:

1. Dispose of the gift as it sees fit.
2. Store or move the gift.

## **Procedure for Accepting Gifts**

Initial evaluation of the gift to determine its usefulness to the Library will be made by the Facilities and Services Committee of the Library Board. The Library's gift policy will be explained. If both the Library and the donor wish to continue negotiations, authorities may be consulted to determine the merit of the gift. The final determination of the acceptability of all such gifts lies with the Library Board of Trustees.

## **Sponsorships**

Sponsorships are available for gifts of \$1,000 or more and will be acknowledged in all publicity for the event or service sponsored. Examples include:

1. \$1,000 Book group sponsorship – one year
2. \$5,000 Summer Gazebo concert series
3. \$1,000 Summer Reading Club – adult  
\$2,000 Summer Reading Club – Young Adult  
\$5,000 Summer Reading Club – Children

In keeping with the Mission of the Library, the Library Board of Trustees reserves the right to decline any and all sponsorships.

## **Publicity**

The names of people making donations to the Library will not be released without their consent.

## **Donor Recognition**

The Library will provide a receipt for donated materials upon request. Other gifts will receive a written acknowledgment. The appraisal of the gift for tax purposes is the responsibility of the donor. Written acknowledgement of financial contributions will list the exact amount of the contribution.

Names of donors of items other than book sale materials will be published with permission of the donor by gift category in the annual report to the board, the library newsletter, or via bookplates when appropriate.

Donors who contribute \$1000 or more will have their names listed by gift category on a plaque that will be displayed in a prominent place in the library.

The library newsletter may highlight stories of some donors and why they are supporting the library.

## Donor Recognition Levels

<b>Collections</b>	<b>Supporter</b>	<b>Sponsor</b>	<b>Benefactor</b>
Local History	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Career Center	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Large Print	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Small Business Center	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
<b>Areas</b>			
Reference	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Children's Room	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Teen Center	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Audio Visual	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Fiction	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Nonfiction	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000

**Supporter Level:** Donor will be recognized by adding his or her name to a plaque to be displayed prominently in the library. The donation of a Supporter will be recognized in the Library newsletter and annual report with the permission of the donor.

**Sponsor Level:** Donor will be recognized on the Sponsor area of a plaque to be displayed prominently in the library. The donation of the Sponsor will be recognized in the Library newsletter and annual report and will include a photograph with permission of donor.

**Benefactor Level:** Donor will be recognized by naming the designated area or collection of the library after the Benefactor for a period of 25 years, after which time a permanent recognition will be posted. An engraved plaque will be placed near the area in the Library, stating that the area has been named for the Benefactor. The donation of the Benefactor will be recognized in the Library newsletter and annual report and will include a photograph with permission of donor. Additionally, the library will hold a press conference and reception to publicly thank the Benefactor.

All major donations are subject to the acceptance of the Fairport Public Library Board of Trustees.

Adopted by the Board of Trustees  
June 13, 1978  
Revised February 10, 1993  
Revised November 12, 2002  
Revised January 13, 2004