800-07 — Gift and Donation

Statement of Purpose

The Fairport Public Library Board of Trustees encourages donations to the Fairport Public 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. Gifts are accepted, used, loaned, displayed, donated, traded, sold, or otherwise disposed of at the sole discretion of the Library. Donated items will not be returned to the donor and the Library will not accept anything that is not an outright gift. This applies to gifts previously given, as well as to future gifts.

Monetary Donations

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 select specific titles. Efforts will be made to honor specific title requests; however, these requests may be denied based on the needs of the Library.

Undesignated gifts are preferred. Gifts contingent upon a specific purpose, other than materials, are subject to acceptance by the Library Board. Once accepted, designated gifts will be used as far as practicable in accordance with such designation.

The Library accepts monetary donations without conditions on their use for projects approved by the Library Board, or for addition to the Library's reserve fund. All funds deposited to the Fairport Public Library Reserve Fund are expended by approval of the Library Board.

For memorials and honorary gifts, acknowledgment is sent to the donor and the family of the person being memorialized, or the person being honored. Items(s) purchased are determined in consultation with the donor and are marked with donor plates whenever possible.

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. Gifts to be considered for the library collection are evaluated according to the Library's Collection Development Policy. Acceptance of donated books and other materials in no way guarantees their inclusion in the Library's collection. Most gifts are used in the Friends of the Fairport Public Library bookstore and book sales to benefit the Library, and some are discarded.

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.

Furnishings, Equipment, Artwork

Prospective donors should make a written application to the Library Board regarding the item(s) to be donated, including a full description of the item(s), the donor's estimate of value, and instructions for use, if any. An 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 final determination of the acceptability of all such gifts lies with the Library Board. The Library Board's decision will be made at a regular library board meeting and communicated in writing.

Gifts of landscaping items, exterior ornamentation, sculpture, and signage shall be accepted based on review by the Library Board, in consultation with the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts and permission from the Village of Fairport for the display of such items.

Real Property or Securities

The Library will accept gifts of securities and real property that support the mission of the Library. Such offers will be overseen by the Library Board and the Library Director, who shall determine the suitability of the gift and work out terms of acceptance that are compatible with the Library's policies, the donor's intent, and applicable laws. An environmental study is required prior to acceptance of real property.

Except for gifts given to the Library as a true trust, even privately acquired funds are subject to investment limitations for public libraries. Under certain circumstances, and with the express permission of the State Comptroller, gifts of stock may be held until a fiscally appropriate time for sale.

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. $5,000 Summer Gazebo Concert Series – one year

2. $1,000 Summer Reading – Adult
   $2,000 Summer Reading – Teen
   $3,000 Summer Reading – Children

In keeping with the Mission of the Library, the Library Board 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 may be published with permission of the donor by gift category in the annual report to the board, the Library's newsletter, or via bookplates when appropriate.

The Library's newsletter may highlight stories of some donors, and why they are supporting the Library.

Adopted: June 13, 1978
Reviewed:
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