

# East Granby Public Library

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24 Center Street, East Granby, CT 06026 | 860-653-3002 | eastgranbylibrary@egpl.org

## Gifts Policy

### Mission

The East Granby Public Library has been enriched and enhanced by generous donations of money and other items. Through donors, the Library has been able to acquire materials, offer programs and services, and provide equipment which could not have been purchased otherwise. The Library Board of Directors welcomes and encourages donations and gifts which can be used in ways that best support the Library's goals and are consistent with the Library's Mission Statement.

### Guidelines

It is the responsibility of the Library Board of Directors and the Library Director to decide whether a gift is suitable for inclusion in the Library. Therefore, the East Granby Public Library reserves the right to accept or reject any gift, donation, or bequest. Their use will be determined by the East Granby Public Library Board of Directors.

The Library Board of Directors will consider the wishes of donors when accepting unrestricted gifts. In reviewing any potential donation, the Board of Directors will consider the item's usefulness, desirability, space requirements, and cost of maintenance.

All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library. All gifts are accepted with the understanding that it may someday be necessary that they be disposed of or sold. The Library cannot commit itself to perpetually housing a donation.

The Library cannot assign a market value to donations of material or items. For tax purposes, it is the donor's responsibility to assign value and to document it for the Internal Revenue Service. Acknowledgement letters may include a description of the number and format of donated items.

### **Donations of Books and Other Library Materials**

Should someone wish to donate a book or non-print item already owned or purchased by the donor, the Library may accept these items provided they comply with the Library's Collection Development and Management Policy and are needed. If the Library is unable to use these materials, they may be accepted with the understanding that they will be sold, given to other libraries, or given to a recycling center.

In order to avoid inconvenience, the Library recommends that the donor first submit to the Library staff the title of the book or materials they wish to donate.

### **Memory/Honor and Presentation Books or Materials**

Monetary donations may be made to the Library for the purchase of books or other items to be added to the Library's collection available for borrowing as memorials or to honor a person or event. Library staff select appropriate items to fulfill the wishes of the donor and send an acknowledgement to the family of the person being honored or memorialized. The item is processed with a bookplate and a note is made in the item's catalog record.

### **Monetary Donations, Cash Equivalents, and Real Property**

The East Granby Public Library welcomes direct donations of cash, real property, stocks, and bonds. Cash gifts will be used to support the Library programs, services, collections, and special projects. The Library will consider the wishes of the donors when deciding the use of such gifts.

Gifts of Securities or Real Property – Marketable securities or real property received by the Library as gifts may be sold at the market rate, and the net proceeds used as if a cash donation had been made by the donors, subject to the policies outlines above.

### **Art Objects**

Any art objects must be donated unconditionally with all rights of ownership transferred to the Library. Any such gifts are accepted with the understanding that the Library has the right to determine retention, location, and disposition of the items donated. Items may or may not be displayed. The Library retains the right to sell any item and use the sale proceeds for other purposes as needed.

## **Furnishings & Equipment**

Gifts of furnishings and equipment will be accepted only when, in the opinion of the Library administration, the proposed gift is of a type that is compatible with the Library's existing furnishings and is needed. Generally, it is recommended that donors contribute money for the purchase of such items.

## **Acceptance Procedures**

The donor has read the preceding Gift Policy and agrees to give East Granby Public Library sole ownership of any item(s).

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Signature of Donor of Real Property

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Date