

## **STILLWATER PUBLIC LIBRARY GIFT AND DONATION POLICY**

### **I. GENERAL GUIDELINES**

- A. The Stillwater Public Library (“Library”) encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All gifts and donations to the Library are subject to applicable New York State law, and the Library’s existing policies.
- B. Monetary gifts as well as library and other materials in good condition may be donated to the Library.
- C. All gifts are subject to the terms of this policy. Gifts and donation will be utilized at the discretion of the Library Board of Trustees (“Board of Trustees”) or its designee in accordance with this policy and/or the Library’s Collection Development and Material Selection Policy.
- D. The Library will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board of Trustees or its designee.

### **II. GIFTS**

- A. Monetary gifts in any amount, including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts, may be accepted.
- B. Gifts of traditional library materials in good condition will be evaluated consistent with the Library’s Collection Development and Material Selection Policy and will be accepted with the understanding that the Library reserves the right to add items to the collection, distribute them to other libraries, or sell, donate, or discard them.
- C. Personal property, portraits, antiques, art objects, and all other similar gifts may be accepted at the discretion of the Library Board of Trustees, or the Library Director as its designee, and if accepted, are accepted on the condition that they may be sold, kept, given away, or discarded at the discretion of the Board of Trustees or the Library Director as its designee.
- D. Real property may be accepted only by resolution of the Board of Trustees.

### **III. GIFT ACKNOWLEDGEMENT**

- A. The Library will provide written acknowledgement of a gift or donation if requested by the donor. The Library will not appraise or estimate the value of a non-cash gift or donation. The responsibility for such appraisal lies with the donor.
- B. The Library may provide individual plaques or equivalent acknowledgement for substantial donations at the discretion of the Board of Trustees. The Library reserves the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation

expires, or if the Board of Trustees determines that continued association does not support the mission or image of the Library.

- C. The Library shall maintain donor confidentiality when requested by the donor, except as permitted by the donor or pursuant to subpoena, court order, or where otherwise required by law.

Adopted by the Board of Trustees 12/8/2020