

DONATIONS AND GIFTS POLICY

Falmouth Public Library

The purpose of this policy is to establish guidelines and procedures for the receipt, management, and disposition of funds or other properties received for the Library as gifts.

Bequests, trusts or donations of monetary or other assets can be made to the Falmouth Public Library Board of Trustees. The Falmouth Public Library encourages contributions of appropriate gifts and bequests, trusts, or donations of monetary or other assets to enhance Library projects, programs or services. Gifts and bequests will not replace public funds appropriated by the Town of Falmouth for the operation of the Library.

In addition to monetary donations, the Falmouth Public Library also welcomes gifts of books, materials, equipment, works of art, documents, photographs, or property of any kind. The Library reserves the right to refuse a gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Library. The Board of Trustees may delegate to the Library Director or his/her designee the authority to determine if a donation is in the best interest of the Library. When a gift is accepted by the Library, the gift shall be final and no with restrictions.

GUIDELINES

Materials: Gifts of books or other materials in good condition are accepted with the understanding that items become the sole property of the Library. If not added to the collections these items may be given to the Friends of the Library for sale, given to other libraries, or otherwise donated.

Collections: Gift collections will be accepted only by the Director in consultation with the Board of Trustees, and with the understanding that the donated collection may not be kept intact.

Recognition gifts: The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences, whenever possible. The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

Art & decorative objects: Gifts of art objects should be of local interest to the community, of a professional quality, well executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to utilize the gift in the best interests of the institution. Potential donors of art & decorative objects are requested to discuss possible gifts with the Director and Board of Trustees.

Approved by Board of Trustees July 2016

The Falmouth Public Library Board of Trustees reserves the right to alter, amend, or terminate this policy.

Other gifts: The Library welcomes gifts of cash, stock, or real property that support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws. Naming opportunities are at the sole discretion of the Board of Trustees.

Valuation: The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Non-Profit Organizations established to support of the Falmouth Public Library:

The Friends of the Falmouth Public Library, Inc. Box 480, Falmouth, MA 02541

The Falmouth Public Library Support Fund, Inc., 300 Main St. Falmouth, MA 02540

These two non-profit 501(c)(3) organizations are dedicated to advancing the projects, programs, and services of the Falmouth Public Library.

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