

MENTOR PUBLIC LIBRARY
GIFTS AND DONATION POLICY (2100.00)

GENERAL GIFTS

Gifts are defined as a voluntary transfer of property such as books, audiovisual, and/or magazines made gratuitously and without consideration to the library.

In accepting a gift/donation of books or other materials, the Director or designee reserves the privilege of deciding if the material will be added to the permanent collection. Any staff member can receive these gifts/donations. The proper form should be completed and referred to the Director for formal acknowledgement, if warranted.

The Library makes an effort to use donated materials. Items not added to the permanent collection are disposed of to the Friends or other agencies or completely discarded.

If the donors wish to claim these gifts/donations as an income tax deduction, a receipt is given indicating the total number of items donated. No determination of the VALUE of such gifts/donation will be made by the library staff.

All gifts to the Mentor Public Library become the sole property of the Library without any restrictions. The Mentor Public Library is responsible for the initial review or screening of all donated materials brought to the library or otherwise donated for the Friends of the Library Book Sale. Materials which upon receipt are found to be too deteriorated for either use or sale will be discarded immediately. All donated items remain the property of the Library until they are discarded, recycled, sold at a presale or sale, or given to a charity by the Library. A designated staff member or members may select books or other materials for the Library's collections or programs in accordance with the Library's established selection policy, or for use by Library staff in their programming activities, and at the staff member's discretion, may also select materials to offer to other area libraries for their collections. Pre-screening, review or sale of the items for personal use or for the use of any other persons, agencies or institutions will not be permitted. Any materials not selected through this pre-screening process by the designated library staff members will be stored for the book sale. As the items are being sorted and readied for sale, designated Library staff may pull items for inclusion into the Library's collection or programming activities.

The Friends of the Library Board may authorize the sale of books and related materials to FOL book sale volunteers and library employees during the sorting process before the book sale.

Upon request, the Friends of the Library may also authorize specific persons, agencies, or institutions for charitable purpose, to select materials at no cost for their collections during the sale. Disposal of the remaining books after the book sale should be timely with respect to accommodating the space designated for storage purposes.

BEQUESTS (Gifts by will of personal property)

Any such gift/bequests will be referred by the Director to the Board of Trustees or Legal Counsel for preparation of the proper Acceptance Resolution.

ENDOWMENTS (Transfer as a gift of money or property to the Library for a particular purpose.)

Any such endowments will be referred by the Director to the Board of Trustees or Legal Counsel for preparation of the property Acceptance Resolution.

MEMORIALS

Donation of money or books for a specific purpose of honoring the memory of an individual(s) is a MEMORIAL. The Director acknowledges such donation with specifically designed stationary. These are handled on a routine basis, adopted by the Board at its regularly scheduled meetings, and are recorded and filed in the Finance Office.

TRIBUTE OR NAMING GIFTS POLICY

The Library will accept gifts of cash, real estate, publicly traded securities or personal property without stipulation. Restricted gifts are not encouraged. However, the Library may accept gifts for designated areas of any building program. Multi-year gifts will be accepted up to a three year maximum. Donors may not stipulate "holding periods" for gifts.

Donations are a way to honor a family or person, especially one who uses our library or enjoys reading. Appropriate plaques may be placed in "named" areas of the library, if the area is totally underwritten by one donor (one family, one individual, one business, etc.). The donor may not place stipulations on the décor, color, or furnishings of the named area.

All gifts to the Mentor Public Library are tax-deductible as provided by law.

Updated by the Board of Trustees November 17, 2021, Resolution # 21-101