

# Claverack Free Library

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## Fundraising - Gift Policy

**Adopted: October 2008**  
**Amended: July 2012; December 2015**

The Claverack Free Library welcomes the assistance of the public in serving the citizens of the library district and willingly accepts gifts and donations in the interest of improving the library and its services. All gifts and donations accepted become the sole property of the library. Such gifts and donations shall be used in the library's best interest and any predetermined conditions attached to the contribution by the donor.

The Claverack Free Library welcomes gifts at the discretion of the Library Director and/or the Board of Trustees. The library reserves the right to reject any gift or donation which does not further the mission or goals of the Claverack Free Library, deemed inappropriate or possessing excessive or unrealistic restrictions, or which would result in the incurrence of excessive expense or administrative support.

### MONETARY DONATIONS

Gifts of money shall be designated to support the library's operations, unless the donor states otherwise. If the donor does not offer an initial restriction, the library shall accept the gift for the support of library programming, materials, equipment and to offset other operating costs.

### NEW LIBRARY BUILDING

Gifts of money specifically identified by donors as intended for the new library building will be utilized to offset capital project costs. These monies will be expended for planning, fundraising, printed information dissemination, feasibility studies, land purchase, construction, equipment, or other related costs as determined by the Board of Trustees.

### TANGIBLE OBJECTS AND EPHEMERA

Gift materials will be judged by the same materials selection standards that apply to purchased materials. The Library Director and Trustees will work in concert to determine acceptance of the donation.

Individual donations to the collection are accepted with the understanding that the library applies the same criteria for evaluating gift material as it applies to purchased material. Gifts may be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them or discard them. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

All personal property, real estate, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library

Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the library.

The library will furnish appropriate acknowledgment for donations upon request, either in the form of a receipt for cash or a letter for materials. The library will not appraise or establish a value for the worth of donated material. The responsibility for such assessment lies with the donor.

### GIFTS AND DONATIONS FOR THE MATERIAL COLLECTIONS

The library welcomes gifts and donations of materials and money for improving the library's material collection with the understanding that donated material and money becomes the sole property of the library which makes the final decision on the disposition of the gift and donation.

The library staff will review books and other materials for possible inclusion in the collection. The decision to include a gift in the library's collection shall be made by the library's staff who will be guided by the same principles and criteria applied to the selection of an item for purchase. Materials not selected for inclusion in the collection will be considered to be of no value to the library and will be made available for the library book sale or be recycled.

Monetary donations and memorial contributions will be expended in an appropriate subject area if requested by the donor. Memorial plates will be included in memorial volumes if desired by the donor.

The library will furnish appropriate acknowledgment for donations upon request, either in the form of a receipt for cash or a letter for materials. The library will not appraise or establish a value for the worth of donated material. The responsibility for such assessment lies with the donor.

### MEMORIAL FUNDS

The library will set up a memorial fund, from which interest can be drawn to purchase library materials, in the amount of \$10,000 or more. Once the fund is established, however, the library cannot guarantee that it will exist in perpetuity. The library reserves the right to spend this money for other purposes.

### MEMORIAL DONATIONS

A memorial donation can be made in the name of a friend or relative and will enable others in the community to share in your remembrance. The library acknowledges all memorial gifts by sending a letter to the family of the person being remembered. An appropriate memorial nameplate may also be placed in the donated item. The Library Director will work with the donor and the Board to determine how best to proceed with a memorial donation.

### RAFFLES AND GAMES OF CHANCE

As part of its fundraising efforts, the Library Board and Director may conduct raffles, auctions, contests, or games of chance. In the case of raffles, auctions and games of chance, the determination of winner shall not be made by a trustee, staff member, or a member of the Friends of the Library and the winner will be determined in public view. In the case of judged events or contests, no trustee, staff member or member of the Friends of the Library may be eligible to win.

### PLANNED GIVING / BEQUESTS

In the event of receipt of a significant bequest as part of an estate plan, the Director and Trustees will discuss the intent of the donation with the donor and/or estate managers.

### OTHER DONATIONS

Donations of other kinds of items such as computers, paintings and various equipment are often not suitable for library use. Each item, however, will be evaluated and a decision to accept or reject the donation will be made by the Director at the time the donation is presented. No material can be left at the library during times the library is closed.

### OTHER CONDITIONS/SUMMARY

All gifts are accepted with the understanding that they may someday be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation. Of course, no donation will be disposed of in a careless manner and every donor can be assured that the library will respect their donation and house it as long as feasible.

No one may use the library's dumpsters to dispose of their unwanted materials.

Library staff can help transport donations into the library only if there are appropriate staff available to do so.