

YOUR HOME PUBLIC LIBRARY POLICY

Policy #: 400-2

Effective Date: 10/14/2014

OPERATIONS Gifts and Donations

STATEMENT: Your Home Public Library gratefully accepts gifts and donations.

PURPOSE: To provide a mechanism to accept and acknowledge gifts and donations given to the Your Home Public Library.

POLICY:

Guidelines for Acceptance of Gifts and Donations

1. Gifts and donations will be accepted with the understanding that such gifts and donations will be added to Your Home Public Library's collection only when needed and only when they meet the same standards of selection which are applied to regular Library purchases.
2. Your Home Public Library will accept donations of used books on behalf of the Friends of the Library. We cannot accept textbooks, cassette tapes, record albums, VHS tapes, magazines, Reader's Digest condensed books, or encyclopedia sets. If left, these materials will be recycled.
3. Any donor wishing to receive an acknowledgment of the donation of used goods will need to fill out the Receipt for Donated Goods Form (Attachment A) at the time the donation is made.
4. The Library will not establish a value for said donations.
5. The donor of any materials must understand that the Library in all instances reserves the right to assign or to dispose of gifts as it sees fit, if they are not acceptable library materials or are not needed in the Library's collection. The professional staff of the Library will make such determinations.
6. Special collections and memorial collections will not be shelved as separate items. Such collections will be accepted only with the understanding that they will be integrated into the general collection.
7. The Library reserves the right to remove or otherwise cover any commercial advertising in gift materials that may be accepted for additions to the Library's collection.
8. Any restrictions on gifts must be submitted in writing and approved by the Library Director. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Types of Gifts and Donations

1. Monetary gifts
 - a. Cash gifts will be accepted and used for general library purposes.
 - b. Stocks or bonds will be accepted and will be utilized at the discretion of the Board of Trustees.
 - c. Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.
2. Other gifts
 - a. Personal property, art objects, portraits, furniture, equipment, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of.
 - b. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.
 - c. Real property can only be accepted with consent of the majority of the Board.
3. Gifts to Trustees or Employees
 - a. No Trustee or employee may directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars (\$75) or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties.

Reviewed:

Revised:

Adopted at the 10/14/2014 Your Home Public Library Board Meeting.

Receipt for Donated Goods



Friends of
Your Home Public Library
107 Main Street
Johnson City, New York 13790
607-797-4816
www.yhpl.org

Name: _____ Phone: _____

Address: _____

City/State: _____ Zip: _____

Email: _____ Date: _____

Guidelines for Donated Goods

We appreciate book donations from the community. Due to limited space we **cannot** accept the following items:

- Textbooks
- Record albums or cassette tapes
- VHS tapes
- Magazines
- Encyclopedia sets
- Reader's Digest Condensed Books
- Mildewed, musty, soiled or damaged items

If you have more than one or two boxes, please call 797-4816 and make an appointment to drop them off.

Items Donated	Quantity
Hardcover books	
Paperback books	
Music CDs	
Audiobooks	
DVDs	
Other: _____	

We thank you for your donation and for thinking of us. We hope that you will do so in the future! All proceeds from used book sales are used to further the mission of Your Home Public Library.

IMPORTANT: This receipt may be used for tax purposes. No service, cash or other valuable consideration was received in exchange for this donation.

Donor Signature: _____

Thanks again! _____
(for the Friends of the Library) _____ Date _____