

GIFT AND DONOR RECOGNITION POLICY

I. GENERAL STATEMENT OF POLICY

A. The Eden Library actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

B. Monetary gifts as well as library and other materials in good condition may be donated to the Eden Library.

C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Eden Library Board of Trustees or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy.

D. The Eden 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 Eden Library Board of Trustees.

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 are accepted year-round.

B. Gifts of traditional library materials will be accepted with the understanding that the Eden Library reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.

C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Eden Library Board of Trustees depending on the item or offer.

D. The Eden Library will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor.

E. The Eden Library may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Board of Trustees.

F. The Eden Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

Eden Library adopted October 10, 2016 based on B&ECPL policy

(B&ECPL: Adopted April 18, 2002 - Supersedes B&ECPL Gift Policy. Amended June 17, 2010, per Res. 2009-45. Amended September 19, 2013, per Res. 2013-30. Amended July 21, 2016, per Res. 2016-30.)

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