

STOUGHTON PUBLIC LIBRARY  
GIFT, DONATION, BEQUEST POLICY ~ Approved 8-15-12

**I. Purpose**

The Stoughton Public Library encourages and accepts gifts from individuals and organizations.

**II. Guidelines**

The following guidelines cover all gifts given to the Library:

- A. The Library Director or the Library Board retains the right to accept or refuse any gift.
- B. Publicity for gifts will be worked out between the Director and the Donor. No publicity will take place without the consent of the Donor. In addition, the Library cannot promise that publicity will occur with every gift.
- C. All gifts become sole property of the Library and as such can be used and managed as the Library Director and Library Board deem appropriate.

**III. Types of Gifts**

A. Used Books and Other Media

- 1. Books and other media that are clean, in good condition and meet the Library's current selection criteria will be accepted at the discretion of the Library Director.
- 2. The Library Director will determine which used books will be added to the collection. Those not added to the collection will be disposed of as the Library Director sees fit, e.g. Friends of the Library book sale. The Library Director reserves the right not to accept used books that are not useful or saleable. For example: Readers Digest condensed books, out of date text books, old encyclopedias, or out of date nonfiction books.
- 3. The Library cannot produce lists of titles donated or to assess the value of used books.
- 4. Upon request, a receipt for the gift will be issued.

## B. New Books and Other Media

1. Gifts of new books and other media that meet the Library's current selection criteria will be accepted at the discretion of the Library Director.
2. A book plate may be inserted into new books to designate the donor and the condition/occasion of the gift at the specific request of the donor. Acknowledgement will be sent to the donor and others as requested by the donor.

## C. Other Gifts

1. Gifts of equipment, furniture, art objects, etc. shall be referred to the Library Director and Library Board, who will determine whether or not the gift would be suitable and/or enhance the Library and its ability to provide service.
2. All gifts must fit the Library's mission and décor, and have no unusual or restrictive criteria for acceptance that would cause complications for the present or the future operation of the Library.
3. When appropriate, as determined by the Director and/or Board, permanent recognition may be made for the gift.

## D. Monetary Gifts

1. Monetary gifts will be classified as designated, undesignated, or building fund gifts per the request of the donor. See Special Gift Fund Policy.
2. Designated gifts are those given with a specific purpose intended by the donor. Specific wishes for the use of these gifts will be honored as closely as possible, final selections of the items purchased will be made by the Library Director to insure that the money is used for items that will best suit the needs of the Library and the people it serves and also satisfy the donor's wishes.
3. Written acknowledgments will be sent to the donor and others as requested by the donor, and a record of such gifts will be kept at the Library.

## **IV. Recognition of Gifts**

- A. Recognition of gifts, donations and bequests will follow the guidelines as defined in Appendix A.

Adopted: October 10, 2002

Revised: October 9, 2003

Revised: April 14, 2005

Revised: June 11, 2008

Revised: August 15, 2012

## Appendix A:

### **Recognition Plan**

#### **Annual recognition:**

- A list of all donors shall be displayed at the Library entrance (Note: template is in Administrative Assistant's e-files)
- A list of donors ad shall be placed in the Hub.

#### **Recognition of individual and corporate donations:**

- \$0 – 100: Simple thank-you note from Director and listing on annual recognition list
- \$100 – 1,000: Certificate of appreciation (signed by Board President) in cardboard cover and listing on annual recognition list.
- \$1,000 – 10,000: Framed certificate of appreciation (signed by Board President) and listing on annual recognition list. Donor will be invited to Board meeting to receive certificate.
- \$10,000 – 100,000: Walnut plaque of appreciation given to donor and listing on annual recognition list. Donor will be invited to Board meeting to receive plaque.
- \$100,000 – 499,999: Walnut plaque of appreciation given to donor and listing on annual recognition list. Donor will be invited to Board meeting to receive plaque. Additional recognition within the library as determined by the Board.
- \$500,000 & up: Recognition to be determined by Board and Donor.

#### **Recognition of estate donations:**

- Any amount: listing on annual recognition list
- \$100,000 & up: Additional recognition within the library as determined by the Board.

#### **Standard Wording of Appreciation**

The Stoughton Public Library Board of Trustees greatly appreciates the \$XXXXXXXXX donation of John Doe.

#### **Permanent recognition in the Library**

- Plaques may be retired at the discretion of the Board
- Naming Rights will be determined by Board