

SCHULTZ-HOLMES MEMORIAL LIBRARY

Library Gift Policy

The Board of Trustees of the Schultz-Holmes Memorial Library encourages gifts and contributions that will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to the Library's existing policies and guidelines. The Library, through the Board of Trustees or the Board's delegated authority, usually the director, makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, and access. The Library is granted unconditional ownership of each gift and reserves the right to utilize gifts as it sees fit.

Gifts of Money

When money is donated to the library without the donor specifying how that money is to be spent, the library will use the money to enhance or upgrade the library rather than simply maintain the library. Gift money will be used in a way that honors the person or persons who gave the gift. Enhancements and upgrades may include the replacement or repair existing features, aspects, or equipment. Unspecified gifts under \$5000 shall be allocated to collection enhancement at the discretion of the director.

If the donor does specify how the money is to be spent, the Library Board may accept or reject the gift based on the appropriateness and practicality of the stipulation. The Board or its designee may negotiate conditions. If the donor specifies certain types of items for the collection, the library director has the authority to determine the practicality and appropriateness of the gift and to negotiate the conditions.

Memorial Gifts (Other Than Money)

The Library Board of Trustees may accept or reject gifts of furniture, paintings, statuary, and other tangible property donated as a memorial with advice and counsel from the Library Director. The Board may consider any conditions attaching to the proposed gift, including—but not necessarily limited to—the type of recognition provided and the location, disposition, handling or display of the article. Any such gifts or conditions which the Board regards to be inappropriate or impractical may provide a basis for rejection of the gift. The Board must weigh the value of the gift against the difficulty of maintaining any conditions or stipulations both at the time of the gift and in the future, understanding that such gifts have a long presence.

If it becomes necessary to dispose of or otherwise alter the status of a memorial gift, the Library will make a reasonable effort to contact the family who donated the gift to notify them of the library's intentions and to give the family the opportunity to reclaim the gift.

Valuation of Non-Monetary Gift

The Library does not appraise gifts.

Approved: 1 November 2012