

MGT-5: Gifts and Donations Policy

Adopted: 8/21/2014; Last Revised: 2/15/2018

Policy Statement

The Orion Township Public Library (OTPL) welcomes gifts and donations that will promote the library's mission, programs and services. Through donors the library has been able to acquire materials and art work which could not have been purchased otherwise.

Regulations

1. OTPL makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Orion Township Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a federal tax deduction; the donor will have to consider his or her particular circumstances for the specific effect.
5. Library Materials
 - a. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
 - b. The staff will consider donated materials for possible addition to the library's collection using the same selection criteria as purchased materials. Materials not added to the collection or gifts may be given to the Friends of the Library for their used book sale.
6. Special collections and memorial collections may not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general collection. The only form of commemorative identification will be a bookplate.
7. Donor Recognition
 - a. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.
 - b. Unless anonymity is specifically requested and with full respect for donor privacy:
 - i. Donor names for items other than book sale materials may be published in reports to the board, press, library newsletters or via bookplates.
 - ii. Donors contributing \$1,000 or more will have their names listed by gift category on the library's donor plaque.
 - iii. Donors contributing \$5,000 or more will have their name embossed on a gift plate near the item their contribution purchased.
 - iv. The library may choose to recognize significant contributions of time, talent or money in other ways.

8. Name Recognition may be granted upon request, upon receipt of a monetary gift to the OTPL. Recognition signage shall be appropriate with respect to the gift and its purpose. Approval of signs rests with the library staff, director, and Board of Trustees. The library reserves the right to deny a request for sign without comment.
- The display of pictures and/or portraits of donors or honorees will be granted for significant donations based upon available space and must be approved by the Board of Trustees.
 - Naming of circulating materials will be granted with a gift to the library that is equivalent to the replacement cost of the individual item or annual cost of a periodical item. Selection and disposal of circulating materials shall be in accordance with the *Materials Selection Collection Development Policy*.
 - Programming can be sponsored upon receipt of a gift of at least 10% of the program expense. Multiple sponsors for the same program are permitted. The sponsor of the program will be recognized as appropriate.
 - Naming of furniture and fixtures will be granted with a gift to the library that is equivalent to the replacement cost of the asset. Furniture and fixtures shall be disposed of when they reach the end of their useful life.
 - Naming of art and sculpture will be granted with a gift to the library that is equivalent to the purchase cost of the individual item. Selection and disposal of art and sculpture items shall be in accordance with this policy.
 - Naming of individual rooms that can be identified as a specific space will be granted with a gift to the library that is calculated at the time of the gift as shown below, rounded to the nearest \$1,000.
A name will be granted to the library building or room for the time period of 20 years, at which time, it may be renamed upon receipt of a gift equal or more to the original gift. Room naming shall expire should the room cease to exist due to remodeling or the library moving to a different building.

Undepreciated Capital Asset Value, Building and Improvements (from annual audit)	/	Total Building Square Feet	X	50% Discount Factor	X	Square Feet of the Room to be Named
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- Naming of library collections will be granted upon receipt of a gift in the amount to fund at least 25% of the annual operating cost at the time of the gift for 10 years. The name will be granted to the library collection for a time period of 10 years, at which time, it may be renamed upon receipt of a gift equal or more to the original gift. The Annual Budget report shall be used to determine the annual operating cost at the time of the gift.

Collection Annual Operating Budget (from annual budget report)	X	25% Discount Factor	X	10 Years
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- h. The library director shall provide and keep current a list of items that are available to be named, to be made available to the public.
9. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.