

# Jay County Public Library

## Gift Policy

Reviewed August 29, 2022

Adopted September 12, 2022

### 1. Policy Statement

The Jay County Public Library encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

Donations can also be made directly to the Portland Foundation, a 501(c)(3) nonprofit organization. The library's endowment at the Foundation exists to handle monetary gifts, gifts of bequests, and other gifts of an enduring nature to support the Library's vital role in the community.

### 2. Acceptance of Gifts

- a. The library accepts donations of materials. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the Collection Development Policy. Materials not added to the collection typically are included in book sales, run by the Friends of JCPL, to benefit the library.
- b. Unrestricted gifts of money are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs.
- c. Gifts-in-kind (i.e., furnishings, equipment, art, and other decorative objects) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) of a value exceeding \$2,000 will be considered individually and formally accepted at the discretion of the Board, in consultation with the library director. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
- d. The Board and library staff reserve the right to refuse any gift.
- e. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.
- f. All grants are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.

- g. The Library accepts gifts from those wishing to honor or memorialize a person or occasion and appropriate recognition is given.

### **3. Donor Responsibilities**

- a. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
- b. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.

### **4. Acknowledgment and Recognition of Gifts**

- a. All gifts will be acknowledged in writing by the library. Checks should have the donor's current address and be made out to "Jay County Public Library." Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
- b. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Acknowledgments are sent to individuals whom donors wish to notify of the gift.

### **Policy Administration**

- a. The Director is responsible for the administration of this policy.
- b. The Board reserves the right to amend this policy at any time.