

## **BRANCH DISTRICT LIBRARY POLICY**



## ***GIFT AND DONATION POLICY***

Adopted: Month Day, 2018

Revised: \_\_\_\_\_

The Branch District Library (BDL) is grateful for the gifts and donations received from our generous patrons. Gifts and Donations play a vital role in allowing the BDL to provide high quality service to the community. Donations to the BDL may be tax deductible; however, the responsibility of assessing said tax deduction is the responsibility of the donor and not that of the BDL.

### **MATERIAL DONATIONS**

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy. Donated materials are subject to the same criteria applied to other materials with regard to addition or deletion from the collection. Donated materials added to the collection shall become part of the BDL's circulating collection and will be available to all library patrons. The BDL cannot promise that a material donation will remain only in one branch of the BDL, but will do its best to honor such requests. The BDL reserves the right to dispose of any gift without notification to the donor, if, in the judgment of the BDL Director, such item no longer serves the purposes of the BDL. The BDL will not automatically replace lost or damaged items. The BDL reserves the right to distribute, donate, sell, or discard donated materials which do not comply with the Collection Development Policy. The BDL is unable to appraise or estimate the value of gift donations. Those making material donations may choose to receive a receipt for their material donations.

### **MONETARY DONATIONS**

The BDL accepts unrestricted monetary donations of any size. Any monetary donations will be placed in the general fund for use in such a way as to better the BDL as a whole. Donors may designate a specific purpose for their gift; however, not all requests can be honored. This includes monetary donations designated for a specific branch of the BDL or for specific materials. The BDL will diligently attempt to honor such designations; however, any restricted monetary gifts must comply with the Restricted Donation policy as stated below.

### **RESTRICTED DONATIONS**

Any monetary donations given with restricted use provisions, whether given as a monetary donation, Trust or Estate gift, or gift of materials must be approved by the BDL Board of Trustees prior to acceptance by the BDL. Donations with restrictions must be in compliance with the mission, goals, and objectives of the BDL. The BDL Board of Trustees reserves the right to reject any donation or gift that it deems not in compliance with the mission, goals, and objectives of the BDL or is overly restrictive. Failure to obtain prior approval of the BDL Board of Trustees prior to giving said gift or donation shall result in acceptance of the donation or gift without restriction and said gift or donation shall be subject to the above monetary donations policy and/or the materials donation policy for those donations or gifts without restriction.

## HONORARY OR IN MEMORIAM DONATIONS

Donations may be made to the BDL in honor or in memory of a person, to celebrate a family event, or to mark any special occasion. The BDL appreciates these gifts as they allow us to continue providing the people of our communities with library collections and services to meet their educational, informational, and recreational needs. The BDL will do its best to honor all donation designation requests, however, any donations made in memory of or to honor an individual will be placed in the BDL general fund for use to better the BDL as a whole and in compliance with the monetary donations policy. Please print and mail the form below with your donation to:

**Branch District Library**  
**Attn: Gina Horn**  
**10 E. Chicago St.**  
**Coldwater, MI 49036**

*Thank you for your donation!*



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My/Our donation to the Library is \$ \_\_\_\_\_  
*Please make your check payable to the Branch District Library.*

My Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

This gift is in memory of: \_\_\_\_\_

This gift is in honor of: \_\_\_\_\_

*In accordance with the Michigan Library Privacy Act (Act 455 of 1982), the names of people making donations to the Library will not be released without their consent. Please send a notification letter of this honorarium/memorial to:*

Name: \_\_\_\_\_

Their address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I would like to designate my donation to:

- Where it is needed most,  Algansee Branch,  Bronson Branch,  Coldwater Branch,  
 Quincy Branch,  Sherwood Branch,  Union Township Branch