



ALGANSEE • BRONSON • COLDWATER  
QUINCY • SHERWOOD • UNION TWP.

## **GIFTS AND DONATIONS POLICY**

Adopted: October 15, 2015

Last Revised: n/a

### **Reason for Policy**

The Branch District Library (BDL) is grateful for gifts and donations. Donations may be made in honor or in memory of a person, to celebrate a family event, to mark any special occasion, or simply to help out the BDL. We appreciate these gifts because they play a vital role in helping us to continue providing the people of our communities with library collections and services to meet their educational, informational, and recreational needs. The purpose of this policy is to provide guidance to potential donors so that they understand what donations will help the most and how their donations will be handled. It will also help the staff in answering questions from potential donors and in correctly responding to impromptu or unexpected donations.

### **Material Donations**

Material donations may take several forms, such as books, DVDs, CDs, equipment, furniture or other "hardware."

### **Books, DVDs, CDs, and Similar Things**

The BDL has policies that govern how we develop and maintain our circulating and reference collections. These policies ensure that we always have the right mix of materials to serve all of our patrons and that we are able to fit them into our available space. Because of these collection management policies, donors and potential donors should understand these things:

1. The Library Director (or designee) will decide if a donated item will be added to our collection if it fits within the parameters of our Collection Development Policy. If added to the collection, the Director (or designee) will also decide if the item will circulate or become part of the reference collection.



**BDL ADMINISTRATIVE OFFICES**

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2. Accepted items will then be managed the same way we usually manage all other items in our collection, which means they may be moved, deleted, donated, sold, discarded, or recycled without notice to the donor when they are no longer appropriate to remain in our collection.
3. We cannot promise that this type of material donation will remain only in one branch of the BDL, but we will do our best to honor such requests.

### **Equipment, Furniture, and Similar Things**

The Library Director (or designee) will decide if a donated item can be used and will be accepted. The BDL reserves the right to dispose of any gift without notice to the donor if, in the judgment of the Library Director (or designee), the item no longer serves the purposes of the BDL. The BDL will not automatically replace lost or damaged items. We cannot promise that this type of material donation will remain only in one branch of the BDL, but we will do our best to honor such requests.

### **Monetary Donations**

The BDL accepts unrestricted monetary donations of any size. Any monetary donations will be placed in the general fund for the use of the BDL as a whole. Donors may designate a specific purpose for their gift, but 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 attempt to honor such designations provided that the restricted monetary gift is in compliance with the Restricted Donation policy as stated below.

### **Restricted Donations**

Any 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.

### **Tax Deductions**

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. 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.

## **How to Donate**

Please print and mail (or hand deliver) the attached form along with your donation to:

Branch District Library  
Attn: Bookkeeper  
10 E. Chicago St.  
Coldwater MI 49036



**MONETARY DONATION FORM**

*Mail completed form to Branch District Library, Attn: Bookkeeper, 10 E. Chicago St., Coldwater MI 49036*

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

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

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

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

I would like to designate my donation to:

- Anywhere it is needed
- Alganssee Branch
- Bronson Branch
- Coldwater Branch
- Quincy Branch
- Sherwood Branch
- Union Township Branch

*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.*

- You may release my name/our names to anyone.
- You may release my name/our names only to the person, or family of the person, in whose honor or memory this donation is made.
- You may not release my name/our names.

*If this donation in honor or memory of someone, we would be happy to send a notice of the donation to the person of your choice. If you would like us to do that, please provide below the contact information you would like us to use:*

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

Address (Mailing or Email): \_\_\_\_\_

***Thank you for your donation!***