

Saugatuck-Douglas District Library

Gift Acceptance and Donation Acceptance Policy

The Saugatuck Douglas District Library welcomes gifts and contributions in a variety of forms. Gifts are essential to the continued success of the library in fulfilling its important public mission.

Gifts of Collection Materials

Gifts and bequests of collection materials – books, periodicals, newspapers, CDs, DVDs, etc. – may be accepted by the library director with the understanding that they become the property of the library upon receipt and that the library staff may make all decisions as to their retention, location, cataloging treatment and other considerations relating to their use and disposition. The library director will make these decisions in accordance with the library’s Material Selection Policy.

Monetary Gifts

Unrestricted monetary gifts and bequests may be accepted by the library director or the library board and will be used to the best advantage of the library. Monetary gifts include cash, publicly traded securities and other assets that are readily convertible to cash.

Restricted monetary gifts and bequests (i.e., gifts and bequests designated for a specific purpose) must be reviewed and approved by the library trustees and may be accepted only if the specific conditions of the gift are consistent with the mission and current needs of the library and can reasonably be fulfilled by the library.

Monetary gifts and bequests may also be directed to the Friends of the Saugatuck Douglas District Library or the library’s endowment fund. The endowment fund is held and managed by the Allegan County Community Foundation. Any donations to the endowment funds are handled by the foundation and are then applied to the library’s fund.

Gifts of Artwork, Furnishings or Property

Gifts and bequests of artwork intended for the library art collection are governed by the Art Acquisition and Disposal Policy.

The library may also accept gifts or bequests of artwork, furnishings or property for purposes unrelated to the library’s mission. Such unrelated use gifts and bequests are typically designated for sale and the proceeds used to the best advantage of the library. Because the disposal of unrelated use gifts and bequests may have tax implications for the donors, such gifts and bequests will only be accepted with a written agreement that explicitly states the library’s intention to sell the donated property. The library will not accept unrelated use gifts that incur

expenses or are complicated to sell. All unrelated use gifts must be reviewed and approved by the library trustees.

It is the legal responsibility of the donor to obtain a monetary appraisal for any property that is given to the library and claimed as a charitable deduction for tax purposes. To avoid any potential conflict of interest, library staff may not provide monetary appraisals of property for donors and may not arrange appraisals on behalf of donors. Library staff may help donors find suitable appraisers by directing them to the websites of the American Society of Appraisers and the International Society of Appraisers. Donations of property valued at less than \$5,000 generally do not require a formal appraisal.

Gifts-In-Kind

The Library welcomes gifts of goods and services that are consistent with the mission of the library, its day to day operations or improvement of the library's amenities.

Sponsorships

The Library welcomes sponsorships of specific programs, projects and events from individuals and groups including but not limited to businesses and service organizations. The Library Director must approve all sponsorships. In assessing the suitability of an offered sponsorship, the Director will consider the public image of the sponsor, its line of business and all of its products and services. A sponsor may receive public recognition.

Gift Recognition

Thank you letters for significant gifts are typically prepared by the Library Director. However, donors may request a more specific written acknowledgment of any donation. All forms of donor recognition are subject to Board review and approval.

Donors may choose not be recognized by name when bestowing gifts to the Library. This wish will be reflected on published lists and other forms of donor recognition. The Board respects the preference of donors who wish to remain anonymous, subject to any legal or other requirement for disclosure. However the identity of all donors must be known by the Executive Director and, at the time of the gift, the president of the president of the Board.

The Library keeps records of donations received. Donors may request the opportunity to discuss how donated funds are utilized with the Board or the Library Director.

Approved: December 16, 2015

Revised: January 19, 2022