

## Gift and Donor Policy

### Policy statement

This policy provides library staff and the public with guidelines to be used in the facilitation of donations made directly to the Atlantic Public Library.

The Library appreciates and welcomes gifts and donations, including but not limited to library materials (in new or like new condition), money, or real property. These gifts help enrich and support public library services.

Unless otherwise specified by the donor at the time of donation, gifts such as contributions by corporate or philanthropic organizations; bequests or gifts by will or trust; memorial donations; securities, allocations or distributions from external foundations or investment entities; or real estate, will be deposited to the Atlantic Public Library Gifts Account held by the City of Atlantic.

All gifts are subject to review by the library director, trustees and/or their representative to ensure that the donation meets with the spirit and intention of the library's mission.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees.

### Donation of Materials (Books, DVDs)

Donations are welcomed to enhance the resources for its patrons. Terms of this agreement are to insure the broadest and most effective fulfillment of that goal:

1. Items must be legally owned by the contributor and free of liens or claims.
2. Items become the property of the Atlantic Public Library, and as such, the Library can do with the property as is fitting for the library. This could include selling items or disposal of items.
3. All appraisals of value will be the responsibility of the contributor.
4. All items left anonymously at the library will be considered lost items and treated as such.
5. Any items that are dirty, moldy or unusable for the library will not be accepted.
6. No encyclopedias, magazines or textbooks will be accepted.
7. The library director will retain final approval of all donated materials.

### Monetary Contributions

Monetary contributions specifically for donation to the Atlantic Public Library are deposited into the library's Gifts account held by the City of Atlantic, which is allocated by the Library Board of Trustees in support of library services or operations that fall outside the Library's general operating budget.

## Memorials

Monetary donations may be designated specifically for the purchase of library materials or equipment in honor or memoriam of an individual, organization or group and are subject to the Library's Collection Development Policy, as approved by the Library Director or designee. Materials ordered in honor or memory of an individual or organization will be marked with a bookplate or other signage, as appropriate to the item. It is expected that every effort will be made to utilize the gift promptly and notify the donor and honoree of the gift, as requested. Policy sections entitled Naming and Recognition, may apply.

The library applies the same criteria for evaluating gift/donated items as in the purchase of new materials. Donated items will be withdrawn according to the same guidelines as purchased material. The Library is not required to notify donors of withdrawal or replacement of gift/donated items.

## Recognition

Not all significant contributions will be recognized by naming. When appropriate, donor recognition may include naming of specific funds, programs, facilities, spaces and fixtures associated with the Atlantic Public Library. Donors who wish to remain anonymous should indicate their intent at the time of donation.

The Library Board of Trustees and/or Library Director will determine the manner in which donations and individuals are recognized. Recognition of donation may include plaques, fund titles, reports, signage, and news releases.

All monetary donations shall be acknowledged in writing, as soon as possible, upon receipt of the contribution. In the case of memorial or gift contributions, an acknowledgement shall be sent to the honoree or the family of the memorialized person, if possible.

### Recognition Levels:

The Atlantic Public Library will acknowledge donors in the library with a permanent display. The size of and prominence of recognition will be based upon the following levels.

- 1) \$500-999
- 2) \$1000- 4,999
- 3) \$5,000- 24,999
- 4) \$25,000 -49,999
- 5) \$50,000 – 99,999
- 6) \$100,000 or more

## Naming

### Individuals/Families

Consideration in Naming of any specific funds, programs, facilities, spaces and fixtures associated with the Atlantic Public Library will be evaluated upon the receipt of a minimum of 51% of the estimated value of the designated area or resource to be donated/funded/named. As with all donations, the source of the gift/donation must be in accordance with the spirit and intent of the Library's mission.

Signage for named spaces or areas within the Library shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. A plaque shall be featured in such space with all references to the named area in promotional materials, directional signage, and library documents to include the name of the individual, family, or corporation.

Plaques shall be of standard size and appearance. Standard inscription shall be determined by the Library Director, as befits the gift and/or location of the sign.

### Corporations/Organizations

Corporations that exemplify standards and practices compatible with the Library's mission and purpose and, in the opinion of the Board of Trustees, reflect a positive influence on the Library and City of Atlantic may be eligible for Donor Recognition, Naming and Recognition, with exception of the naming of the library building.

### Corporate Name Recognition

All signage and plaques for corporate name recognition will follow the same guidelines as signs and plaques for individuals. Corporate and privately owned business logos will be considered for signage on a case-by-case basis.

### Duration and Removal of Naming or Name Recognition

As determined at the sole discretion of the Library Board of Trustees, or Library Director as designee, the naming or name recognition of a library, room, special use area, or specialized collection, shall end under the following circumstances:

- A building, room, special use area, or collection is to be remodeled, withdrawn, demolished, or otherwise eliminated from the facility.
- A building, room, special use area, or collection changes function to the extent that the purpose originally intended in the naming or name recognition of the space is no longer relevant.
- An individual or corporation is deemed to be incompatible with the mission and values of the Atlantic Public Library or City of Atlantic.

### Tax Deduction

Some gifts or donations made to the Library may be tax deductible, and the library can provide a statement for tax purposes upon request, as applicable. Library staff, trustees, and/or Friends

of the Library cannot place a monetary value on any donation; therefore, the determination of the gift's monetary value shall be left to the donor. Donors wishing to have an appraisal of the gifts done for income tax purposes should do so prior to donation.

#### Restrictions

Restrictions may not be placed on gifts or donations, unless approved in advance by the Library Director. All gifts may be utilized, sold or disposed of at the discretion of the Library Director and/or his/her designee, in accordance with library policy.

Note: Donations made directly to the Friends of the Atlantic Public Library are facilitated and recognized directly by this separate agency.

Board Approved: July 2019

Reviewed: August 2022