

## **Putnam County Public Library Gift Policy**

The Putnam County Public Library may receive gifts, donations, endowments, bequests, and trusts. Restricted gifts are those to which the donor has defined specific terms, conditions, and purposes. Non-restricted gifts are those to which the donor has not specified terms, conditions, or purposes. The library accepts gifts with the understanding that the gift becomes the property of the library and is subject to disposition at the library's discretion.

The Putnam County Public Library Board of Trustees reserves the right to accept or reject any gift, donation, endowment, bequest, or trust. Gift funds may be expended without respect to budgeting or appropriation guidelines. Restricted funds will be expended according to the donor's conditions. Non-restricted funds may be expended by authorization of the PCPL Board of Trustees within the scope of its statutory authority.

### **Gift Opportunities**

#### **Donation of Library Materials**

The Library welcomes gifts of print and non-print materials. Gifts will be evaluated using the same criteria as purchased materials.

- Donations may be added to the collection, given to the Friends of the Library for their book sales, **donated to another non-profit organization**, or discarded if the condition warrants.
- Donated items may be returned to the donor if requested at the time of donation.
- The library cannot assign a monetary value to donations for the donor's tax purposes.
- The library is not able to accept books for recycling, encyclopedia sets, textbooks, legal or medical books over 5 years old, weekly magazines, used computer hardware or software.

#### **Donation of Art Objects**

Gifts of art objects should be of local interest to the community.

- All items accepted will meet the criteria for selection as outlined in the Collection Development Policy.
- All gifts will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interest of the Library.
- The Library cannot provide appraisals of gifts it accepts for income tax or other purposes.
- No gifts will be accepted which would pose a danger or threat to patrons (e.g. metal sculpture with sharp, moving parts).
- No gifts will be accepted which require extensive, regular special care or conservation.

- All gifts of art objects are subject to approval by the Library Director and Board of Trustees.
- Gifts placed on display will be identified by a label which states the artist's name, title of the work, date executed, medium and a donor credit line (if desired) which will be worded "Gift of (name of donor)".

### **Direct Monetary Donations**

The library welcomes direct monetary donations to be used for library materials, furniture or equipment, or to sponsor library programs.

- Gifts are tax deductible as provided by law.
- Corporate sponsorship of library programs is welcome and will be publicly acknowledged.
- The library reserves the right to title the programs.

### **Memorial Contributions**

The Putnam County Public Library may receive gifts in memory of or in honor of a loved one or friend.

- Contributions may be made to the general gift fund or be used to purchase library materials.
- Staff will select the library materials in consultation with the donor.

### **The PCPL Endowment Fund**

The Putnam County Public Library is a member of the Putnam County Community Foundation. Annual income from the endowment fund is used to fund library programs, services, and to purchase library materials. A gift to the Putnam County Public Library Endowment Fund is a gift in perpetuity to support library services and programs.

### **Friends of the Putnam County Library**

Direct donations may be submitted to the Friends of the Putnam County Library to support Friends activities, services, and programs. The Friends of the Putnam County Library is a tax-exempt 501c3 organization.

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