

<p style="text-align: center;">Town Hall Library Policy Manual</p>	<p style="text-align: center;">Donations and Gifts</p>	<p>Issued: March 2009 Revised: August 2010 Revised: December 2014 Reviewed: February 2021 Revised: August 2023</p>
-------------------------------------------------------------------------------	-------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Materials

The Town Hall Library welcomes gifts of books and other materials, with the understanding that they will be added to the collection only if deemed an appropriate addition. If they cannot be added due to duplication, condition, or dated information, the Director may refuse or dispose of the donation. The selection criteria used for purchasing materials also applies to gifts.

Memorial gifts of books or money are also accepted. Suitable bookplates may be placed in memorial books if paid for and coordinated with the donor. Specific memorial items may be ordered when requested by a patron if they meet the library's selection criteria. Prospective donors should be encouraged to confer with the Director for advice on selecting appropriate materials. The Director may make selections based on library need when no specific items or types of items are requested.

Due to the high cost of disposal/recycling of materials, the library is unable to accept all material donations. General examples of materials that the library is unable to accept include:

- Textbooks
- Magazines
- Materials in poor condition such as, but not limited to: pages missing, broken spines, mildew or mold
- Outdated titles
- Encyclopedias
- Readers Digest Condensed books
- VHS Tapes/Cassette Tapes/formats no longer supported/obsolete

If the library chooses to decline a gift/donation, appropriate alternatives may be suggested by the Director.

Gifts are accepted with the understanding that they become property of the Town Hall Library upon receipt, and the library may make all necessary decisions as to their retention or location

once acquired. Materials not added to the library's collection may be exchanged with other libraries, sold, discarded, or disposed of through charitable organizations.

By law, the library is not allowed to appraise donated materials, though it can provide an acknowledgement of receipt of the quantity of items if requested by the donor. If a list of items donated is required, it is the donor's responsibility.

Monetary Gifts

Monetary gifts given without restriction will be utilized to purchase materials or equipment to support library programs and services.

Monetary gifts offered with specific restrictions, including endowment funds, require Library Board approval of such restrictions before such monetary gifts are accepted by the Library Board.

Works of Art

Any donations of artwork will be approved by Art Committee members who were appointed by the Foundation Board and the Library Board.

At the discretion of the Library Board, plaques may be installed at or near large works of art. The library reserves the right to choose the wording, size, location, and style of the plaque.

In-kind Gifts (not books)

The library may accept other kinds of donations. Merchandise coupons or complimentary admission tickets in support of Library programs are often a component of programs like Summer Library Reading Program. In-kind donations of this type should be acknowledged in the library's promotional materials.

Regarding other in-kind donations, the library reserves the right to sell the donated items for value and use the proceeds for any purpose appropriate to the library's vision. The library may transfer ownership to any other agency it deems appropriate.

Tax Deductibility

Gifts to the Town Hall Library are tax-deductible. An acknowledgement letter will be provided and will serve as the receipt for tax purposes. The library is not permitted by the IRS to give donors an appraisal of the value of gifts. Donors are responsible for meeting the requirements of the IRS for any estimate(s) or contributions claimed.

Private contributions are essential to the development and operation of the facilities and services of the Town Hall Library. Consistent with this policy, specific recognition accorded to donors may include named spaces, furnishings or fixtures within the library, letters of acceptance and appreciation, press releases, public events, mementos, certificates, placement on a donor wall, or other commemorations of a gift as deemed appropriate by the Library

Board, and in conjunction with the Town Hall Library Foundation when the gift is processed through the Foundation.

Town Hall Library Policy Manual	Donor Recognition and Named Gifts	Issued: March 9, 2009 Revised: December 2015 Reviewed: February 2021 Revised: July 2023
--------------------------------------------	----------------------------------------------	------------------------------------------------------------------------------------------------------------

The Town Hall Library Foundation has an established infrastructure to track, acknowledge and recognize donor gifts, so it is preferred that all contributions be made directly to the Foundation. However, final decisions regarding donations to the Town Hall Library are handled with regard to the donor's wishes.

Final approval on naming and wording rests with the Town Hall Library Board. The Town Hall Library Foundation and the Town Hall Library Board will work in partnership and in accordance with this policy to ensure appropriate management of the process of naming, donor recognition, gifts-in-kind, realized bequests, and any other contribution configuration which results in public recognition.

Every effort will be made to ensure that the donor's name is spelled correctly. If a name is spelled incorrectly, the name will be corrected at the Town Hall Library or Library Foundation's expense. In the event of a donor name change due to divorce, marriage or other change in name, the donor may have the option to correct the name at the donor's expense.

Naming a building or segments of buildings does not imply that the name or names will be used in perpetuity. Once a building is demolished or replaced, or if occupancy or usage of the building or spaces change, or if the former name is no longer appropriate, then a new naming process would be under the purview and consideration of the Town Hall Library Board.

Town Hall Library items that have individualized plaques are dedicated as such for only the life of the item, and not in perpetuity.

Donor recognition shall be subject to donor wishes as to confidentiality. Donors requesting anonymity shall be omitted from all public displays and publications.

The Donor Recognition Wall recognizes donations made in the 2004 – 2009 Capital Campaign for those donors whose gifts exceeded \$500.