

# Cheektowaga Public Library (CPL)

Anna M. Reinstein Memorial Branch

Julia Boyer Reinstein Branch

## GIFT AND DONOR RECOGNITION POLICY

### GENERAL STATEMENT OF POLICY

- A. The Cheektowaga Libraries actively encourage and welcome gifts and contributions which will help the Libraries better serve the needs of the community. All donations and gifts to the Libraries are subject to New York State applicable laws as well as the Libraries' existing policies and guidelines. The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Libraries and their donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.
- B. Monetary gifts, library materials, and other gifts in good condition may be donated to any individual library.
- C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Board of Trustees or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy as well as the Cheektowaga Libraries Special Collections Development Policy.
- D. The Cheektowaga Libraries will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Cheektowaga Board of Trustees or its designee.

### GIFTS

- A. Monetary gifts in any amount including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.
- B. Gifts of traditional library materials will be accepted with the understanding that the Libraries reserve the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy and Cheektowaga Libraries Special Collection Development Policies.

2580 Harlem Road, Cheektowaga, NY, 14225, 716.892.8089

1030 Losson Road, Cheektowaga, NY, 716.668.4991



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- C. Examples of items not accepted
- 1) Outdated technology
  - 2) Outdated media types (example VHS, cassettes, etc)
  - 3) Inaccurate, false, and/or outdate material (Old Encyclopedias, medical books, etc)
  - 4) Textbooks
- D. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or their designee. The Director may enlist the feedback of the Board of Trustees depending on the item or offer.
- E. An acknowledgement letter will be sent to the donor provided contact information is given. The Cheektowaga Libraries will **not appraise or estimate the value of gifts in kind**. The responsibility for such fair market value appraisal lies with the donor.
- F. The Libraries may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Board of Trustees and the owner of the building (Town of Cheektowaga). The Libraries reserve the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Board of Trustees determines that continued association does not support the mission or image of the Libraries.
- G. The Cheektowaga Libraries shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

Adopted by the Cheektowaga Public Library Board of Trustees May XX, 2022.

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