



## LANCASTER PUBLIC LIBRARY GIFT AND DONOR RECOGNITION POLICY

### I. GENERAL STATEMENT OF POLICY

- A. The Lancaster Public Library (LPL) actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's 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 LPL and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

- B. Monetary gifts, library materials, historic collections, and other gifts in kind in good condition may be donated to the LPL.
- C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the LPL Board of Trustees or its designee in accordance with this policy and/or the Buffalo & Erie County Public Library (B&ECPL) Collection Development Policy.
- D. The LPL 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 LPL Board of Trustees or its designee.

### II. 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 may be accepted with the understanding that the LPL reserves 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.
- C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the LPL Board of Trustees depending on the item or offer.
- D. An acknowledgement letter will be sent to the donor provided contact information is given. The LPL will not appraise or estimate the value of gifts in kind. The responsibility for such fair market value appraisal lies with the donor.
- E. The LPL shall maintain donor confidentiality and/or anonymity 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 February 1993*

*Amended September 10, 2020*

*Adopted by the Lancaster Public Library Board of Trustees at a public meeting on May 9, 2024 -  
Supersedes Lancaster Public Library Gift Policy.*