

Gift and Donor Recognition Policy For the North Collins Library

- I. General Statement of Policy
 - a. The North Collins Public Library actively encourages and welcomes gifts and contributions which will help our library better serve the needs of the community. All donations and gifts to the library are subject to the New York State applicable laws as well as the library's existing policies and guidelines.
 - b. Monetary gifts as well as library and other materials in good condition may be donated to the North Collins Public 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 North Collins Public Library Board of Trustees or its designee in accordance with this policy.
 - d. The North Collins Public Library 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 North Collins Public Library 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 will be accepted with the understanding that the North Collins Public Library 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.
 - 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 North Collins Public Library Board of Trustees depending on the item or the offer.
 - d. An acknowledgement letter or receipt will be provided upon request from the donor. The North Collins Public Library will not appraise or estimate the value of gift donations- the responsibility for such appraisal lies with the donor.
 - e. The North Collins Library 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 North Collins Board of Trustees on 10/17/16