

TOWN OF NORTH COLLINS PUBLIC LIBRARY

GIFT AND DONOR RECOGNITION POLICY

I. GENERAL STATEMENT OF POLICY

A. The Town of North Collins Public Library actively encourages and welcomes gifts and contributions that will help our Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable New York State 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 Town of North Collins Public Library 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 Town of 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 Town of North Collins Public Library Board of Trustees or its designee, in accordance with this policy..

D. The Town of 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 accepted only if those restrictions or conditions are approved by the Town of North Collins Public Library Board of Trustees or its designee.

II. GIFTS

A. Monetary gifts of any amount—including, but not limited to, one-time 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 Town of North Collins Public Library reserves the right to add items to the collection, distribute them to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated according to the selection standards in the Buffalo & Erie County Public Library Collection Development Policy.

C. 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 seek the feedback of the Town of North Collins Public Library Board of Trustees depending on the item or offer.

D. An acknowledgement letter or receipt will be sent to the donor, provided that contact information is given. The Town of North Collins Public Library will not appraise or estimate the value of gifts in kind; responsibility for such fair market value appraisals lies with the donor.

E. The Town of North Collins Library may consider individual plaques, paving stones, or equivalent acknowledgements for substantial donations at the discretion of the Town of North Collins Board of Trustees and the owner of the building. The Town of North Collins Public Library and the owner of the building reserve the right to name or rename 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 Town of North Collins Public Library Board of Trustees determines that continued association does not support the mission or image of the Library.

F. The Town of North Collins Public Library shall maintain donor confidentiality and/or anonymity when requested by the donor, except where disclosure is required by law, subpoena, court order, or with the donor's consent.

Amended March 4, 2026

Adopted October 17, 2016