

GIFTS AND DONATIONS

The Wyckoff Public Library welcomes the additional support that may be received in the form of donations, gifts and other contributions that enhance the library services provided to the residents of the Township of Wyckoff. However, the Library reserves the right to refuse any gift that is deemed unsuitable because of unreasonable restrictions on use or access; space requirements; burdensome maintenance requirements; or instances where the gift would appear to present a conflict of interest, violate the law, or create the image of an inappropriate relationship between the Library and the donor. Donations cannot be used to advertise a business or product or have the business logo and name on it other than a small notation of the donor's name.

The authority to accept gifts is delegated by the Board of Trustees to the Director of the Library. In special circumstances, as determined by the Director, the Director may defer acceptance of a gift until the next scheduled meeting of the Board of Trustees, so that the Board may consider whether or not the Library can accept the gift.

The Library recognizes two categories of gifts: monetary and non-monetary.

MONETARY

1. All monetary gifts that are accepted will be acknowledged with a letter, printed on Library letterhead. The letter will include the date the gift was received, the dollar amount, and the following statement:

The Library Board makes no representation if any donation is tax deductible. That decision is the responsibility of the donor. It is suggested that the donor consult and then act upon guidance from the donor's private tax accountant or personal attorney to address the donor's individual tax situation. For your benefit and as required by law, we state that the Wyckoff Public Library did not provide any goods or services in consideration, in whole or in part, for this contribution. Please keep this written acknowledgement of your donation for your records.

2. Donors may choose not be recognized by name when bestowing gifts to the Library. This wish will be reflected on published lists and other forms of donor recognition. The Board respects the preference of donors who wish to remain anonymous, subject to any legal or other requirement for disclosure. However the identity of all donors must be known by the Director and, at the time of the gift, the president of the president of the Board.

3. All monetary gifts will be deposited into the Wyckoff Public Library's general operating account.

4. In general, the library will make every effort to expend gift monies in a manner that enhances library service to the residents of Wyckoff Township. Exceptions to this include funds that may be donated for a special purpose, such as a capital project, or for large gifts that are intended to establish a lasting gift fund, such as an endowment.

5. If money is given in memory of a friend or loved one, a suitable book(s) is purchased by the library and a book plate commemorating the gift is placed inside the front cover. The Donor will be asked to complete the Book Plate Donation form. These materials will be subject to the same review for continued retention or deaccession as all other library materials.

6. The designation or naming of any exhibit, collection, room, or program in recognition of a gift may be made at the sole discretion of the Library Board of Trustees. No designations will be mandated by the Donor. Any designation may be removed, discontinued or relocated by the Library at any time without requiring notice be given to the Donor.

7. For purposes of internal recordkeeping, the Library's operating account will show one fund balance, including separate gift fund balances. The appropriate gift fund balance(s) will be charged as gift funds are expended.

NON MONETARY

1. All non-monetary gifts to the Wyckoff Public Library, other than book sale donations or other small donations of new or used materials intended for the Library's collection, will be acknowledged with a letter printed on Library letterhead. The letter will include a description of the gift that was donated. Donors may choose not be recognized by name when bestowing gifts to the Library. This wish will be reflected on published lists and other forms of donor recognition. The Board respects the preference of donors who wish to remain anonymous, subject to any legal or other requirement for disclosure. However the identity of all donors must be known by the Director and, at the time of the gift, the president of the president of the Board.

2. The Library will not offer an appraisal of any non-monetary donation, nor will the Library attest to the value of any non-monetary donations. The Library will only acknowledge receipt.

3. A signed Deed of Gift transferring ownership to the Wyckoff Public Library is required. All non-monetary donations become the property of the Wyckoff Public Library and may be subject to review for continued retention or deaccession. Acceptance of a donation does not imply that the item(s) will remain in the library permanently. At some point in the future the Library may choose to sell, lend, or gift donated the item(s).

4. The Library welcomes In-Kind gifts of goods and services that are consistent with the objectives of the Library, its operation, or the improvements of its amenities. In-Kind gifts may be recognized with one of the following phrases:

“(Item/service) provided by ...”

“Special thanks to ...”

“ Assistance provided by...”

This policy is subject to change by the Board; it is intended only as a guide and allows for some flexibility on a case-by-case basis upon approval of the Board. The Library Director is charged with reviewing and discussing with donors potential gifts and policies on gift acceptance. The Board of Directors shall act on the recommendations of the Director.

Approved 11/18/2015