



## **Gifts and Donations Policy**

A donation to Sachem Public Library is an excellent way to enhance and enrich library services for the entire Sachem community. Sachem Public Library welcomes direct gifts of cash, bequests, securities or other types of property, as well as gifts of library materials. The Library Director shall gladly meet with a potential donor to discuss options and opportunities for giving that reflect the donor's intent. Undesignated funds will be used to purchase items in accordance with the selection policy of the library.

Sachem Public Library is a not-for-profit institution. As such, donations that are accepted by the Library are tax deductible. Upon acceptance of a donation, the Library shall furnish an acknowledgement to the donor for tax purposes. Except in the case of a monetary contribution, this acknowledgement shall not place a financial value on donated items.

Monetary donations may also be made to the Library's **Honor and Memorial program**. This program provides a unique way to honor a special event or to provide a lasting memorial. Library staff shall select an item for inclusion in the general collection which reflects a special interest of the honoree.

**Donations of furnishings**, works of art, equipment, or exterior landscaping items such as ornamentation, sculpture, and signage may be accepted by the Library Board of Trustees on the advice of the Library Director. Among the criteria for acceptance shall be artistic quality, suitability to the building and the community, need, space, impact on staff time, expense, frequency of maintenance, and conformity to landscaping and/or building architecture.

**Donations of print and non-print materials** may be accepted and integrated into existing collections based upon the same criteria applied to library-purchased materials. These materials must be in good physical condition. Generally, the Library does not accept encyclopedias or magazines. The Library shall be the sole determiner as to classification, shelving, access, location, and disposal of such materials. Donations placed in the library collection shall be discarded in the same manner as library-purchased items.

Gifts and donations shall not be accepted unless given to the Library without restriction. Once accepted, gifts and donations become the unrestricted property of Sachem Public Library and as such may be utilized, sold, or disposed of in the best interest of the Library. The Library will not notify donors of withdrawal or replacement of gift items.