



Gifts and Donations Policy

Adopted by the Board June 17, 2025

The Apalachin Library gratefully accepts monetary gifts, legacy gifts, and book donations to support the long-term sustainability of the Library and advance its mission of serving the community. In order to encourage contributions from the community while ensuring all gifts support its mission, the Library has adopted the following guidelines for accepting gifts and donations.

Guidelines for Monetary Gifts and Donations

Unrestricted Monetary Gifts

Monetary gifts given without conditions or restrictions are gratefully accepted and will be used where they are most needed, at the discretion of the Library Director and the Board of Trustees. This includes contributions made in response to the Library's Annual Appeal, unless a donor specifies otherwise.

Restricted Monetary Gifts

Whenever monetary gifts are offered to the Library with conditions or restrictions, a written proposal outlining such stipulations must be provided in advance to the Board of Trustees for approval. The Board of Trustees reserves the right to decline any restricted gift where the conditions are outside of the Library's mission or that may place an undue burden on the Library or limit its ability to operate.

Memorial and Honorary Donations

Memorial and honorary donations provide a meaningful way for individuals to honor or remember a family member, friend, or organization while supporting the mission of the Library. The Library recognizes such contributions in its *Annual Report to the Community*, published each winter by listing memorial and honorary donations received in the prior calendar year.

Donors may also choose to fund the purchase of a book in honor or memory of their loved one. In these cases, the Library offers the option to include a memorial or honorary bookplate placed inside the front covers of the selected title(s). It is advised, but not required, that the donor consult with the Library Director on an appropriate title(s). While the Library will consider donor preferences when selecting materials, all items are subject to the *Library's Collection Management Policy*. The Library cannot guarantee permanent retention of any donated items, including those bearing bookplates.

All monetary donations will be acknowledged in writing, including the donation amount, date received, method of payment (with check number when applicable) to support the donor's personal record keeping or tax documentation needs.

Guidelines for Legacy Giving

The Library encourages supporters to consider future financial gifts through bequests, life insurance beneficiary designations, or other planned giving options. These legacy gifts provide long-term support to the Library's mission and ensure its continued impact in the community.

The Library Director and the Board of Trustees will work closely with donors to establish the terms of any planned gifts, ensuring they align with the donor's wishes, Library policies, and any applicable legal requirements.

Guidelines for Donations of Used Materials

The Library welcomes donations of used, undamaged books in good condition. Donated books should be free of mold, pests, moisture, odors, and any other damage that could affect their quality. The Library generally does not accept the donation of other materials.

Donations of books must be made without conditions or restrictions. The Library is prohibited from appraising the value of donated items, and acknowledgment letters will not

contain a statement of value. Donors who require an appraisal should arrange for an independent assessment with a professional appraiser. Upon request, the Library will provide a *Book Donation Acknowledgment Form*.

Once donated, materials become the property of the Library. The Library reserves the right to add such materials to its collection, transfer them to the Friends of the Apalachin Library for sale in the Book Barn, distribute them to other libraries, and/or sell or discard them as necessary.