

## Gifts and Donations Policy

### Policy Statement

The Rochester Hills Public Library (RHPL) welcomes gifts and donations that will promote the library's mission, programs and services. Through donors the library has been able to acquire materials and art work which could not have been purchased otherwise.

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### Regulations

1. RHPL makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Rochester Hills Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a federal tax deduction and as a Michigan tax credit; the donor will have to consider his or her particular circumstances for the specific effect.
5. Gifts of \$1,000 or more may be accepted through the *Endowment Fund* policy.
6. Library Materials
  - A. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
  - B. The staff will consider donated materials for possible addition to the library's collection using the same selection criteria as purchased materials. Materials not added to the collection or gifts may be given to the Friends of the Library for their used book sale. Proceeds from Friends' book sales go to support the library.
  - C. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general collection. The only form of commemorative identification will be a bookplate.
7. Donor Recognition
  - A. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.

- B. Unless anonymity is specifically requested and with full respect for donor privacy:
- i. Donor names for items other than book sale materials may be published in reports to the board, press, library newsletters or via bookplates.
  - ii. Donors contributing \$1,000 or more will have their names listed on the library's donor plaque.
  - iii. Donors contributing \$5,000 or more will have their name embossed on a gift plate near the item their contribution purchased.
  - iv. The library may choose to recognize significant contributions of time, talent or money in other ways.

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Approved: September 8, 2008

Rochester Hills Public Library Board of Trustees