

## **GIFT AND DONATION POLICY**

### **To comply with State of Michigan Act 136 of 1921**

The Lincoln Township Public Library (LTPL) is grateful for the many gifts and contributions it receives and believes that private giving plays an important role in extending and enriching the services of the Library to better serve the community. Donations to the library may qualify for a charitable deduction. However, the responsibility and cost for such assessment lies with the donor and the Library recommends that donors consult a tax professional with their questions. All gifts will be acknowledged, if the donor wishes.

### **Material Donations**

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy. See Collection Development Policy 1.2 for details.

### **Monetary Donations**

The Lincoln Township Public Library accepts monetary donations given In Memory Of, In Honor Of or general donations. All monetary donations are deposited into the Endowment Fund unless otherwise designated. Requests are considered but the Library determines the final use.

### **Tribute Books**

Monetary donations made for the purchase of books to be added to the collection are accepted by the library. Individuals may select from a list of items that have been pre-approved by the Library. Each book will have a designated cost. A book plate recognizing the donor (or In Honor Of/In Memory Of) will be placed in each book. Acknowledgement of all Tribute Books will be sent to the donor and to the family of the person for whom the book is given.

### **Restricted Monetary Donations**

Restricted monetary donations will be accepted on condition that the specific use requested is approved by the Library Director and/or the Library Board; donations greater than \$500 must be reviewed and approved by the Library Board. Proposed restrictions must be submitted in writing. Donations with restrictions must be consistent with the mission, goals and objectives of the Library. Monetary donations received from a will or trust will be used as directed by the donor, subject to library policies and Board approval, or if received without conditions, may be used as approved by the Board.

### **Berrien Community Foundation**

Lincoln Township Public Library established an endowment fund at the Berrien Community Foundation, known as the Lincoln Township Public Library Endowment Fund.

This fund was established to act as a depository for gifts, conveyances, and other transfers intended to assist LTPL in achieving its purpose. This purpose is to provide materials and services which will furnish opportunities to educate, entertain, and inspire all the people of the communities served by the Library.

Donors may contribute directly to the fund. Information about LTPL may be found at [www.BerrienCommunity.org](http://www.BerrienCommunity.org).

### **Property Donations**

The decision to accept donations of personal and real property, including real estate, exterior ornamentation, art work, sculpture or signage shall be made by the Board. Among the criteria on which the decision will be based is need, space, impact on staff time, expenses, insurance, frequency of maintenance, and consistency with the Library mission and values. The Director will prepare a written proposal for the Board for any property donation valued over \$500. The acceptance of gifts designated for public display on the Library property shall be considered with attention to the ongoing cost of display, maintenance, security, as well as suitability, including location. No guarantee is made that any gift will be permanently displayed or kept by the Library. Placement of items will be determined by the Board, in conjunction with the Library Director. Once a gift has been made it becomes the property of the library and as such may be retained, sold, discarded, or given away at the discretion of the Library Board. Proceeds of the sale of a gift maybe used in any way consistent with the mission, goals and objectives of the Library. An appropriate deed of gift, or similar document, transferring sole and exclusive ownership of the property to the Library will be required.

### **Deed of Gift to the Lincoln Township Public Library**

#### ***Adopted 7-2015***

Gifts to the Lincoln Township Public Library are tax exempt under Section 170 of the IRS Code.

I (We) hereby irrevocably and unconditionally give, transfer, assign and deliver to the Lincoln Township Public Library all rights (including copyrights and rights of publication and reproduction), title and interest in and to the object(s) described below. I (We) affirm that I (We) own said objects(s) and have good and complete right, title and interest thereto and that the objects(s) is/are not subject to any liens, claims or encumbrances. The property here after described may be used by said Lincoln Township Public Library in its unrestricted discretion. By my signature, I agree to these conditions and those listed below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature of First Donor/Signature of Second Donor

*Please sign the Deed of Gift Form and return to the Lincoln Township Public Library*

The Lincoln Township Public Library hereby accepts the below listed property under the conditions specified above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Lincoln Township Public Library by \_\_\_\_\_ Library Director

Name, Address, phone number of donor(s)

Description of Objects (Include photos if appropriate):

## **Lincoln Township Public Library**

### **Conditions of Gift Acceptance**

1. The Library cannot assess the value of a donation of materials or art. Appraisals of items for tax deduction purposes must be secured independently by the donor.
2. All donations are considered outright and unconditional gifts to be used at the library's discretion. A gift to the library may not be reclaimed by the donor or his/her heirs.
3. All gifts to the Library may be used, sold, or disposed of in the best interest of the library. Acceptance of a gift is not a commitment that the Library will permanently retain the donated item.