



Donation Policy
ADOPTED DATE 05/25/2000
REVISED DATE 08/25/2022
REVIEW DATE 10/26/2017
REVISION # 4.0

LIBRARY POLICY

Donation Policy

PURPOSE

The Frankfort Public Library District welcomes donations from individuals and organizations. The purpose of this policy is to provide guidance to those who may be interested in donating. Donations may also be made to the Friends of the Frankfort Library, an independent non-profit organization in accordance with its procedures and policies. The Library reserves the right to accept or reject any donation.

This policy was previously titled "Gifts to the Library Policy."

POLICY

The Frankfort Public Library District is grateful for donations which enhance the Library and support its mission to provide a wide range of services and materials to the community.

Types of Donations:

- Books & Other Circulating Materials:** The Library does not accept donations of books or other materials for the collection. These materials should be directed to the Friends of the Frankfort Library, for their ongoing book sale.
- Donation of Art Objects, Archives and Other Items:** The Library will consider on a case-by-case basis donations of art objects, archives, and other goods and services that support the Library's mission. The Director or their designee will coordinate such inquiries and will determine, in consultation with the Board, the suitability of the proposed donation. Terms of acceptance will be in accordance with Library policies, the intent and practicality of the donation, and applicable laws.
- Monetary Donations:** The Library welcomes unrestricted cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations on which restrictions are placed are subject to the approval of the Library Director in consultation with the Library Board of Trustees. For additional information on restricted donations, please see "Restricted Donations" below.
- Commemorative Book Program:** The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. So that the Library can properly honor this generosity, a special form (attached) to record the donation information is used and should be completed. Genre and general subject suggestions will be welcomed, but final purchase decisions will be made by staff in consideration of the Library's Material Selection Policy.

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Donor Acknowledgement Wall

Any person or organization making a monetary donation to the Library of \$500.00 or more may be acknowledged in the form of a plaque on the Library's Donor Acknowledgement Wall. The wall will reflect donations in three donor tiers: \$500-\$1499, \$1500-\$4999, and donations of \$5000 or more. The tiers will be indicated in the color and size of the donation plaque. Donors can choose to be acknowledged in one of several approved formats, including: John Doe and The Doe Family. Donors may also choose to use their plaque to memorialize someone, in which case the plaque would read, "In Memory of John Doe." Any engraving requested outside of these formats would require prior approval of the Library Director or designee. Businesses and other organizations are eligible to donate and be recognized on the Donor Acknowledgement Wall. The Library Director and Library Board of Trustees reserve the right to refuse a donation from any person, persons, business, or organization for any reason, including those outlined elsewhere in this policy.

Additional Acknowledgement of Donations

The Library cannot appraise the value of a donation of items or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether they will determine the value of the donation or utilize an independent appraiser. While gifts to the Library as a governmental unit may qualify as tax deductible, the Library and its staff are not qualified to render any tax advice. From time to time the Library may publish a list of recent Library donors and their gifts to the Library. Any donor who does not wish their gift to be included in such lists should communicate that at the time of the donation. Please note that donations may still become public, if disclosure is required by law, including the Freedom of Information Act.

Restricted Donations

Restricted donations are those where the donor has defined specific terms, conditions, and purposes. The Director or their designee will coordinate restricted donations and will determine, in consultation with the Library Board of Trustees, the suitability of the restricted donation. Terms of acceptance must be compatible with the Library's policies, the donor's intent, and applicable laws.

Disposal of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation. Commemorative books may be withdrawn from the collection as part of the normal withdrawal process. The Library reserves the right to dispose of those items as it would any other material. For additional information on this process, refer to the "Material Selection Policy."

In the event that art objects, archives, or other donations must be disposed of, the Library shall make an effort to contact the donor to discuss a possible return of the donation, if feasible and desired.