



AVON
FREE PUBLIC LIBRARY

Gifts Policy

Purpose:

Throughout its long history, Avon Free Public Library (the "Library") has been enriched by the generosity of members of the community, a tradition of support that has contributed significantly to its growth and excellence. This policy offers guidance on accepting donations to the Library.

Scope:

This policy applies to all gifts offered to and received by the Library. Donations in many forms are welcome including cash, securities, trusts, real or personal property, etc. However, donations with restrictions are generally not accepted.

Roles and Responsibilities:

The Library Director is responsible for approving donations. The handling of certain types of gifts may fall under the Library's [Investment Policy](#). Those offered with encumbrances or conditions may require the additional approval of the Library Board.

Procedures:

1. Acknowledgment of Gifts: All gifts, other than donations of used materials, shall be acknowledged in a timely manner with a personal thank-you note to the donor from the Library Director or their designee. The note shall include any information required by the Internal Revenue Service regarding gifts to a 501(c)(3) non-profit organization.

When a gift is in honor or memory of an individual, a letter will also be sent to that person, or his or her family, informing them of the tribute.

At the discretion of the Library Director, gifts may be acknowledged by posting the names of donors within the Library, in suitable publications, or mailings. A donor may request that the gift remain anonymous.

Rooms and areas of the Library may not be named as acknowledgment of a gift.

2. Donor Identification: A nameplate will be placed in donated books. It will contain the name of the donor or person being honored. Similar recognition may be contained on a plate affixed to or near donated artwork or personal property valued at \$1,000 or more.

3. Gift Records: The Library will keep a record of the donation of artwork, furniture, and other objects that will be used or displayed in the Library or on the Library grounds. This record will include the name of the donor, their contact information, and the date of the donation and shall be kept on file for

the useful life of the donated object at the Library or twenty years, whichever is longer.

3. Valuation: The Library will not appraise or estimate the value of gifts or donations. That responsibility lies with the donor.

4. Disposition: Personal property, art objects, portraits, antiques and other collectibles will be accepted on the condition that they may be returned, kept, sold, given away, or discarded at the discretion of the Library Director. Disposition will be noted in the Gift Record.

Location:

This policy is housed on the Avon Free Public Library Website:

<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Library's Administration Office.

Adopted: May 18, 1999

Revised: September 15, 2020

Revised: October 17, 2023