

# **WESTCHESTER PUBLIC LIBRARY**

## **GIFTS AND DONATIONS**

### **INTRODUCTION**

The Westchester Public Library welcomes the assistance of the public in serving the citizens of the library district and willingly accepts gifts and donations in the interest of improving the library and its services. All gifts and donations accepted becomes the sole property of the library. Such gifts and donations shall be used in the library's best interest and any predetermined conditions attached to the contribution by the donor. The library reserves the right to reject any gift or donation deemed inappropriate or possessing excessive or unrealistic restrictions.

### **MONETARY DONATIONS**

Gifts of money shall be deposited in the library's Gift Fund and shall be posted to an account mutually accepted by the library and the donor. If the donor does not offer an initial restriction, the library shall automatically accept the gift for the support of library programming, memorials, gifts, refreshments, awards, materials, equipment and to support staff and volunteer recognition and social events. If a balance remains in any account after the library has faithfully fulfilled the terms of a restricted gift, the excess funds will be restricted to the support of library programming.

Library programming expenses shall include but not be limited to expenses for food, beverages, honorariums, performance fees, communications, rentals, insurance, supplies, awards, transportation, travel and other program related items and services.

### **GIFT FUND**

All funds received as gifts and donations are deposited in and expended from the library's Gift Fund. The Gift Fund is divided into account categories according to the wishes of the respective donor and accounts maintained according to the needs of the library. It is library policy that all contributions not specifically designated by the donor will be accepted for deposit in the Adult Programming account and will be expended to support library programming expenses, purchase memorials, gifts, refreshments, awards, materials, equipment and to support staff and volunteer recognition and social events.

The Library Board of Trustees reserves the right to transfer funds between accounts in the Gift Fund as they may see fit.

Donated proceeds from the Friends of the Library Sales will be deposited in the Gift Fund accounts as deemed necessary by the Board of Trustees.

Investments made from the Gift Fund are to be returned to the fund along with any accumulated interest.

## **GIFTS AND DONATIONS FOR THE MATERIAL COLLECTIONS**

The library welcomes gifts and donations of materials and money for improving the library's material collection with the understanding that donated material and money becomes the sole property of the library which makes the final decision on the disposition of the gift and donation.

The library staff will review books and other materials for possible inclusion in the collection. The decision to include a gift in the library's collection shall be made by the library's selection staff who will be guided by the same principles and criteria applied to the selection of an item for purchase. Materials not selected for inclusion in the collection will be considered to be of no value to the library and will be donated to the Friends of the Library for sale.

Monetary donations and memorial contributions will be expended in an appropriate subject area if requested by the donor. Memorial plates will be included in memorial volumes if desired by the donor.

The library will furnish appropriate acknowledgment for donations upon request, either in the form of a receipt for cash or a letter for materials. The library will not attempt to appraise or establish a value for the worth of donated material.