

East Fishkill Public Library District
Financial Policies
Gift Policy

The East Fishkill Public Library District welcomes gifts of books and other materials and monetary donations but reserves the right to decline gifts or donations if they do not fall within the guidelines for acceptance as set by the Board of Trustees.

Guidelines for acceptance of gifts

1. Gifts will be evaluated by the Director for their suitability for inclusion in the permanent collection or if they might serve the Library in some other manner.

2. Gifts on which the donor places restrictions or special conditions will not be accepted by the Library unless those restrictions or conditions are specifically accepted by the Board of Trustees. Restrictions that pertain to existing library programs can be accepted by the Library Director.

3. Gift items will be formally acknowledged, if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.

4. The Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

Types of Gifts

a. Books and other materials

i. The Library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials.

ii. Such factors as duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention.

iii. Some items such as highly technical materials or those with limited interest may be accepted as gifts if they meet the library's present needs.

iv. Donations of collections in toto, specifically designated for library use, will be subject to approval by the Director and the Board of Trustees. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.

v. In addition, materials or equipment added to the collection or accepted for library use become the sole property of the East Fishkill Public Library District, to use or dispose of as it sees fit.

b. Monetary gifts

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- i. Cash gifts will be accepted and used for general library purposes. When the Library receives a cash gift for memorial or other special purposes, the selection will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.
 - ii. Stocks or bonds will be accepted and will be utilized at the discretion of the Board of Trustees.
 - iii. Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.
- c. Other gifts
- i. Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.
 - ii. Real property can only be accepted with consent of the majority of the Board.
- d. Gifts to Trustee and Employees
- i. No Trustee or employee may directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars (\$75) or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties.