



Name: Gift Acceptance Policy

Approved: April 22, 2024 by the Franklin Public Library Board of Trustees

Policy:

The Franklin Public Library (FPL) Board of Trustees encourages gifts to the library consistent with the Library's mission of providing every member of our community with abundant opportunities to learn, explore and connect. Gifts are not intended to replace regularly budgeted Library expenditures, but to extend and enrich Library services as well as support future Library endeavors.

FPL accepts different types of gifts:

- Donations of materials: books, magazines, audiovisual materials, programming supplies, and other formats
- Monetary gifts
- Gifts of artwork and other objects or collections

Donations of Books, Magazines, Audiovisual Materials, Programming Supplies, and Other Formats:

- The Library will not accept donations of materials which are:
 - Outdated
 - In obsolete formats or formats not in demand
 - Musty, moldy, smelly, dirty or in otherwise poor condition
- The Library has the right to determine suitability for inclusion in the Library's collection of all donated materials. As such, the Library is not obligated to accept or retain any donations. Donations will be evaluated in accordance with the Library's Material Selection Policy.
- Once a donation is accepted by the Library, it becomes the property of the Library and will not be returned to the donor.
- Offers of a specific donation of materials or collections are welcomed by the Library, but the final decision on acceptance will reside with the Library Director.
- If a donation will not be used in the Library's collection, one of the following options will apply:
 - The item(s) may be placed for sale in the FPL Book Nook with the proceeds used to support Library programs and services.
 - If applicable, FPL may offer the item(s) to another educational or social service organization.
 - If necessary, the item(s) may be recycled or thrown away at the discretion of the Library Director or his/her designee.

- The donor may request a receipt for donations of materials. However, the Library takes no responsibility for valuing gifts for tax purposes or for any tax consequences to the donor.
- The donation of materials to memorialize a person or occasion will be evaluated in accordance with the Library's Material Selection Policy.

Monetary Gifts

- The Library Director will provide a list of substantial monetary gifts of \$250 or more to the Library Board for their review and acknowledgement.
- Special recognition for a gift and determination of what the recognition shall be will rest solely with the Library Board.
- The acceptance of a gift to FPL does not obligate the Library Board in any way to the person or entity providing the gift.
- The Library Board reserves the right to deny any gifts they feel do not meet the mission of FPL.
- Substantial monetary gifts or bequests of non-cash financial investments, endowment funds, trust funds, and other sustaining gifts are most appropriately made to the Library through a donation to the Franklin Public Library Foundation. The Foundation is a tax-exempt organization whose primary function is to solicit, receive, hold and administer gifts, and to undertake activities that exclusively support and benefit FPL.
- The Library Board reserves the right to transfer any significant monetary donations made to FPL to the Franklin Public Library Foundation when appropriate.

Gifts of Artwork and Other Objects or Collections

- Gifts of artwork and other objects or collections shall be of local interest to the community, of a professional quality, well-executed, and in good condition.
- As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the Library.
- Due to FPL's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and other objects or collections are requested to discuss any potential gifts with the Library Director prior to the donation. In some cases, the Library Director may consult with the Library Board prior to accepting the gift.
- No gifts posing a danger or threat to patrons will be accepted (e.g., metal sculpture with sharp, moving parts).
- No gifts that require extensive, regular special care or conservation will be accepted.
- The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization.
- The Library will not determine the gift's monetary value to the donor for tax purposes. Donors wishing to have an appraisal of their gifts for tax purposes should complete it prior to making the donation to FPL.
- Neither FPL nor the Library Board can guarantee that any gift will be part of the Library's collection or furnishings permanently. The Library Director may consult with the Library Board prior to the decision to discard any gifts from the collection.