

Belleville Area District Library Gift/Donation Policy

The Belleville Area District Library welcomes and encourages gifts and donations which are consistent with the Library's Mission Statement.

Print and Non-Print Materials

The Library is pleased to accept print (books) and non-print (DVDs, CDs, etc.) materials when they comply with the Library's Collection Development Policy. All gifts are accepted with the understanding that if the Library is unable to use the materials, they will be donated to the Friends of the Library Book Sale. Unused donations cannot be returned to the donor.

Monetary donations for materials may be made in memory or honor of a relative or friend. The library will select appropriate titles as indicated on the donation form. A gift plate will be added to each purchased item(s) with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.

Financial Contributions

Cash and Cash Equivalents

Donors may make general donations to support current services, to develop new services and for capital expenditures like furniture or equipment. Donors may wish to earmark their contributions to a specific area including but not limited to:

- Books and materials
- Library computers and technology
- Library programming

Gifts of Appreciated Assets

Through gifts of publicly traded securities such as stocks, bonds, or mutual fund shares, donors have the advantage of seeing their donation at work helping the Library. Gifts of highly appreciated stock or securities provide donors with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping the library. Similar benefits can also be received from gifts of appreciated real estate.

Bequests

A bequest to the Belleville Area District Library creates a legacy for generations of children of families. Many generous donors have remembered the Library as they prepare or revise their wills or trusts.

Other Gifts

Gifts and donations other than items which can be used in the library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at that time. The Library Board of Trustees will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- *Relevance to the Library's Mission Statement
- *Space required to house or store the gift(s)
- *Cost to maintain or preserve the gift(s)

All gifts and donations accepted may be sold or discarded as the Board sees fit.

Gifts to Library Staff

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all the staff can enjoy equally.

Receipts

The library can provide receipts for gifts only in the following cases:

- *Cash or check donations: A receipt will be given at the time of the donation. A personalized thank you letter from the Director shall be issued to all donors for gifts over \$200.
- *Gifts of Appreciated Assets: A receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- *All other donations: A receipt will be given only at the time of the donation, if requested. The receipt will list the number and type of donation only. The donor is responsible for assigning and documenting monetary value for tax purposes.
- *The library cannot give receipts for previously donated material.