



Donation Policy

Since its establishment, the Brimfield Public Library District has been supported and enhanced by generous community donations of money and other materials. Through donors, the Library has been able to acquire materials, technology, and furnishings, provide services and programs, and make improvements to the facility that would not have been otherwise been possible. The Library Board of Trustees welcomes and encourages donations and gifts which can be used in ways that best support Library's goals and are consistent with the Library's mission.

General Provisions

No donation can be accepted unless it is given to the Library without restrictions. It is the responsibility of the Library Director under the supervision of the Library Board of Trustees to decide whether a gift will be accepted by the Library. The Brimfield Public Library District reserves the right to accept or reject any gift, donation, endowment, or bequest.

The Library will consider the wishes of donors when accepting unrestricted gifts. In reviewing any potential donation, the Library Director and/or Library Board of Trustees will consider the item's usefulness, desirability, space requirements, and cost of maintenance.

All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of. The Library cannot commit itself to perpetually housing a donation.

The Library, as a public tax-supported institution, cannot grant special favors or privileges to any individual or organization.

Valuation of Non-Monetary Gifts

The Library cannot provide appraisals of value for donated items. It is the donor's responsibility to determine the value of the donation or utilize an independent appraiser. Neither the Library staff nor a member of the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts. A copy of the Deed of Gift will be given to the donor, which can be used as proof of donation. Gifts to the Library, which is a governmental unit, qualify as tax deductible.

Donations of Books and Other Library Materials

The Brimfield Public Library District appreciates donations of books and other library materials. Donated items may be added to the Library's collection if they comply with the Collection Development and Materials Selection Policy, are in good condition, and are needed.

Items will be considered for the collection if they meet the following criteria:

- Fiction Books in like-new condition published within the last 5 years
- Non-fiction Books in like-new condition published within the last 2 years
- Mass Market Paperbacks in like-new condition published with the last 10 years
- Any playable video game for Nintendo Wii, PS4, PS5, Xbox One, or Switch
- Any playable Bluray or DVD released in the last 5 years
- Culturally significant works in good condition
- Jigsaw Puzzles with all pieces present in the original box/packaging
- STEM kits or board games with all pieces present in the original box/packaging

The Library does not accept donations of:

- Encyclopedia Sets
- Journals
- Magazines
- Textbooks
- VHS Tapes

The Library will not accept materials that can harm other materials in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt.

Donated items become the property of the Brimfield Public Library District. Acceptance of donated items does not guarantee the items will be added to the Library's collection. If the Library is unable to catalog or use donated materials, they may be passed to other libraries or organizations, offered to the general public, or otherwise disposed of in a way that benefits the Library. It is the responsibility of the donor to clarify how the library is likely to use items prior to donation. The Library will not notify a donor prior to removing donated items from the collection, offering them to the public, or disposing of them.

Monetary Donations

The Brimfield Public Library District welcomes direct donations of cash, real property, stocks, bonds, and matching gifts. Cash gifts will be used for library materials, library furnishings, equipment, or to sponsor library programs. The Library will consider the wishes of donors when deciding the use of such gifts, but only unrestricted donations are accepted.

Marketable securities or real property received by the Library as gifts will be sold as soon as practicable at the market rate, and the net proceeds used as if a cash donation had been made by the donor, subject to the policies outlined above.

Memorial Donations

The Brimfield Public Library District welcomes monetary contributions specifically for book and/or library material purchases in memorial to or in honor of named individuals. The donor's wishes regarding the general nature or subject area of the item(s) to be purchased will be considered. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the Library. Donors may request a bookplate with the honorees name(s) be added to books during processing.

Monetary donations in honor of a named individual or event may also be made for other purposes. Library staff will consider the wishes of donor, but the use of donated funds, type of recognition, location, handling, and display of the memorial or honorary item(s) are within the sole discretion of the Library Director and/or Library Board of Trustees.

Local History Donations

Donations of historical items with relevance to Brimfield will be evaluated in accordance with the Local History Collection Policy.

Donations of Art Objects, Furnishings, Equipment, and Other Types of Materials

Gifts of paintings, statuary, furniture, plants, equipment, other tangible personal property, and professional services may be accepted or declined by the Library. Gifts of furnishings and equipment will be accepted only when, in the opinion of the Library Director, the proposed gift is of a type that it is compatible with the Library's existing furnishings and equipment and is needed. Special requests related to the proposed gift, including, but not limited to, the type of recognition, handling, display, location, or disposition of the gift, will be considered. Any requests which the Library regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.

In order to establish the transfer of ownership, the Library requires a Deed of Gift be completed and signed by the donor. The Deed of Gift documents the donation of property and transfer of ownership and copyright (if applicable) to the Library. The deed of gift also establishes conditions (if any) governing the transfer of the item from the donor to the Library. The Library will only accept materials with restrictions when restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library.

Recognition

All gifts will be acknowledged and given prompt recognition in a manner appropriate to the item as determined by the Library Board of Trustees.

For memorial books, the Library may identify the donor through the use of a book plate upon request. Unless otherwise directed by a donor, the Director will notify families and individuals when gifts have been given in honor or in memory of a person or persons.

Monetary gifts and objects transferred to the Library's ownership with a Deed of Gift will be acknowledged by the Library Director with an official letter to the donor(s). Upon request of the donor, gifts to the Library can be made anonymously, and donor information will be kept confidential.

Naming Rights

Naming rights may be granted by a resolution of the Board of Trustees for any gifts from individuals, foundations, or corporations if those gifts are \$50,000 or more. Naming rights may extend to a building, a portion of a building, a meeting/gathering space, a designated portion of the Library's grounds, equipment, or collections. Naming must be consistent with the nature and mission of the Library; naming rights are not guaranteed. Generally, facilities or a portion

thereof, or portions of the grounds, shall be named with a preference for function or the name of a donor or donors. Naming opportunities do not extend beyond the useful life of the spaces, or facilities within which they are located, except with approval of the Board of Trustees. All facilities named, or portions thereof, will bear a commemorative plaque or some other appropriate form of identification.

Approved by the Library Board of Trustees July 15, 2024



Deed of Gift

Donor Information

Donor Name: _____

Name of Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of Gift

Use additional paper, if necessary

Credit Line

Donor's name as it should appear on labels or acknowledgments

Memorial Line

Honoree or Memorial name(s) as it (they) should appear on labels or acknowledgements

Special Requests

The Library will consider a donor's wishes related to their gift, but reserves the right to use, display, store, share, dispose of, or otherwise handle any gift in a manner aligned with the Library's mission and policies and determined to be in the best interest of the Library.

Conditions

- The Library will not provide the donor(s) with goods or services in exchange for this gift.
- A donor(s) who wish to take a tax deduction for this gift must independently arrange for a qualified appraisal.

Signatures

I (we) herby irrevocably and unconditionally give, donate, bestow, transfer, and assign to the Brimfield Public Library District by way of gift all right, title, and interests, including, but not limited to, all applicable copyright, trademark, and related interests in, to, and associated with the gift previously described herein, to be used by the Library for its unrestricted discretion.

I (we) affirm that I (we) am (are) the lawful owner(s) of gifted property and that to the best of my (our) knowledge I (we) have good and complete authority to, and hereby do, effect transfer of ownership of all right, title, and interest to the Brimfield Public Library District.

I (we) understand that the gifted item(s) or results of donated service will become the absolute property of the Brimfield Public Library District and that it (they) may be managed in any ethical manner consistent with established professional standards, Library policy, and governmental regulations, with no restrictions on use, display, restoration, repair, or retention. I (we) understand that the gift(s) may not remain permanently in the Library’s possession and that it (they) may be used in other ways to benefit the Brimfield Public Library District.

Donor Signature: _____

Printed Name: _____ Date: _____

Library Staff Signature: _____

Printed Name: _____ Date: _____

Additional Donor Contact Information and Signatures (if applicable)

Donor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Donor or Agent’s Signature: _____ Date: _____