

Forsyth County Public Library Gift & Donation Policy

Introduction & Purpose

The Forsyth County Public Library is a department of Forsyth County Government and receives well over ninety percent of its funding from Forsyth County. In order to maximize Library services, the Library willingly accepts gifts and donations and also collaborates with others through partnerships.

The purpose of this policy is to set guidelines for gifts made to the Forsyth County Public Library. The Library staff shall collect and review donated materials including donated books and media and determine which books to accept as County property pursuant to the Forsyth County Public Library Gift & Donation Policy. The Library staff shall determine which donations are not suitable for acceptance and, if not accepted as County property, shall either discard the donated materials (if conditions of the material so warrant) or turn the donated materials over to the Friends Group for inclusion in the Book Sales. The Friends Groups shall have no obligation to accept donated books.

Most Friends groups hold 501(c)(3) designations. Donations to 501(c)(3) organizations and to the Forsyth County Public Library are tax deductible. The Library takes no responsibility for valuing gifts for tax purposes or for the tax consequences to the donor.

The Library accepts gifts of money and non-monetary property. Some companies will double or triple an employee's gift with a corporate matching gift.

As is common practice with most organizations accepting donor advised gifts, the Forsyth County Public Library reserves the right to accept or decline any donation of any nature for any reason or no reason at all.

Public Acknowledgement of Gifts and Donations

Library donations with a value of \$25.00 or more, whether in the form of money, material or in-kind donations, will be recognized in the Library's *Annual Report*. Library staff is responsible for submitting the donor's name and address to the Library's Office Services staff who will maintain a master list. Library staff who represent a specific Library agency or committee that is the recipient of a donation will be responsible for sending a thank-you letter to the donor and informing Library administration of such action.

Donations of Materials

The Forsyth County Public Library accepts gifts of books and other materials with the understanding that the Library has the authority to make whatever disposition of the materials is deemed advisable, discarding them if conditions warrant.

The same evaluative criteria that are applied to the selection of purchased materials are used to decide whether donated items will be added to the Library's collections. Because of wear, theft, damage and currency, the permanence of gifts cannot be guaranteed. Items that are not added to the collections are not returned and usually become part of the Library's or the Friends' ongoing book sales which generate monies for library services or the purchase of new materials. Donors will be given a copy of the "THANK YOU from the Forsyth County Public Library" card acknowledging their donation.

Monetary Gifts

The Forsyth County Public Library accepts monetary gifts for operations, Library materials, equipment or other capital expenses or for designated funds. Donors are asked to make checks payable to the Forsyth County Public Library.

Receipt of all monetary donations must be promptly submitted to the Library's Office Services Department, accompanied by a note from staff indicating the amount received and the proposed expenditure of the money (i.e. to purchase books, equipment, etc.). Office Services staff will process the deposit transaction and send a memo to the County Budget Department directing that these funds be transferred to the appropriate Library budgetary account.

Memorial / Honorary Gifts

A gift to the Library is a thoughtful way to remember a special person or occasion. If the Library was or is of special interest to a family member, co-worker or friend, giving to the Library in his or her name provides an excellent way to honor or remember that special person. Subjects may be suggested that reflect the honoree's interests. A bookplate may be added to recognize the individual or group for whom the donation is given. Donors must fill out the *Gift & Donation Form* and return it with a check as directed, ensuring that the Library can follow the donor's instructions accurately. The Office Services staff will send an acknowledgement of the gift to the donor and to the honoree or to the family if the gift is in memoriam.

Donor Advised Gifts

Donor advised gifts are those that are given for a specific purpose, as defined by the donor. For example, a long-time patron of a neighborhood branch library may choose to give to that particular branch or may want to make a contribution to the Library enabling it to enlarge its circulating collection of one type of material. These gifts may come in the form of a will or endowment.

The opportunities are as varied and as diverse as the population segments the Library serves. The criteria for accepting donor advised gifts rests on the Library's commitment to excellence, its desire to be responsive to the community, and alignment with the Library's Collection Development Policy. The process of accepting these gifts begins

with communication with the donor. Donor wishes must be clearly understood. (See also “Collection Development Policy: Appendix C – FCPL, NC Collection Agreement Agreement”).

Gifts to Special Collections

Gifts to existing special collections will be evaluated by the appropriate librarian. The Library will consider donor preferences regarding the disposition and use of these gifts. It is not the Library’s policy to create or establish new special collections that do not adhere to the Library’s mission. Requests to establish new special collections must be recommended by the Library Director and approved by the Library Board of Trustees at a regularly scheduled meeting.

Gifts of Personal Property

Gifts of personal property, art objects, portraits, antiques and museum objects must be approved by the Library Director. The requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

Because the Library does not currently serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted. The Library may, however, accept such items, including personal records, when all of the following criteria are met:

- The item is specifically and clearly related to the Library or Forsyth County history, or otherwise serves the Library’s mission.
- There is adequate and appropriate space to display and/or house the item.
- The item can receive proper care and attention.
- The donor and the Library Director execute an agreement which provides for disposition and use of the gift.

Individuals who provide a donation associated with a donor naming opportunity, on behalf of themselves or someone else, may submit a portrait to be displayed in the room of the person receiving the name recognition. With the Library Director’s approval, the portrait must fit the following criteria:

- Portrait must be framed with measurements no larger than 16” x 28”.
- Portrait must include a photo of the individual receiving the name recognition solely, or the individual and their spouse.

Gifts of Equipment

The appropriate Library staff person shall evaluate a gift of equipment and make recommendations to the Library Director for approval. All gifts must meet Library and/or County government standards and serve the Library’s mission.

Gifts of Real Estate

Gifts of real estate must be approved by the Forsyth County Board of Commissioners.

Adopted by the FCPL Board of Trustees