

The Beaver Island District Library adheres to the State of Michigan, Gifts and Donations – Act 136 of 1921. The Beaver Island District Library encourages the interest and involvement of citizens and organizations through contributions of books or non-book materials, real or personal property, gifts that will enhance the physical environment of the library, and bequests, trusts, or other donations of monetary value.

1. Books or other library materials

- a. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted, provided they meet the library's selection policies and procedures.
- b. Materials that do not meet the library's selection criteria will be disposed of at the discretion of the library. Items not added to the library's collection may be sold at the BIDL Book Sale.
- c. Accepted gift items will be integrated into the regular library collection in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.
- d. Upon a donor's request, a gift bookplate will be affixed to those materials accepted by the for inclusion in the Library collection.

2. Event or Program

- a. Donations of monies may be accepted by the library for use of a program or event.
- b. Once funds are received, the programming staff will work with the donor to come up with a suitable timeframe and subject matter of the program/event. The planning and implementing of the event is at the discretion of the Library Director.
- c. Donations of \$5,000 or more for an event will be offered a naming opportunity. Once funds are received, the donor and Director will agree upon verbiage for the naming, which will then be approved by the Board of Directors.

3. Gifts of Personal Property

- a. All personal property offered to the Library will be evaluated prior to acceptance to ensure any costs associated with owning the property do not outweigh the benefits to be gained.
- b. In evaluating the cost associated with receiving a gift of personal property other than gifts to the Library, including jewelry, collections, equipment and other personal property, the following will be taken into consideration:

- i. transportation cost
 - ii. storage cost
 - iii. cost associated with selling the item
 - iv. cost of maintenance and repairs
 - v. location of property (real estate)
 - vi. cost of insurance.
- a. Gifts of personal property shall be used or sold for the benefit of the Library, at the discretion of the Director.
 - b. The donor is responsible for obtaining an appraisal of the property by a qualified appraiser.
 - c. Donors must complete all required state and federal government documents.
 - d. Donors will be informed at the time of the acceptance of such a gift that the Library will, as a matter of policy, cooperate fully in all matters related to IRS investigations of non-cash charitable gifts.
 - e. No personal property shall be accepted under conditions that obligate the Library to own the property in perpetuity.

4. General

- a. Naming opportunities within the library are available for monetary donations or equivalent at or above \$15,000. The donor and director will agree upon verbiage for the naming, which will then be approved by the Board of Directors. All nameplates are to be purchased through the library.
- b. Endowed gifts must align with the mission of the library and must be accepted by the Library Board of Trustees.
- c. The Library director will assist donors in devising a giving plan to direct funds so the planned gift meets the mission of the Library. The library will accept no gift unless it is freely given so that the library may use the gift as it sees fit. The library board reserves the right to make the final decision on the disposition of any gift.
- d. All donations (money or materials) become the sole property of the library. The library may or may not put materials into the collection based on their physical condition and

- usefulness to library patrons. The library is not obligated to keep donated materials for any designated length of time.
- e. The library will not appraise items for tax purposes. The library will provide, on request, a receipt to the donor for the gift.
 - f. The library retains documentation of donations that exceed \$1,000 for seven years. Documentation of art donations valued at over \$1,000 will be kept permanently.
 - g. A personal note from the library to the donor shall acknowledge all gifts.
 - h. The Library Director will maintain open communication with the Library Board throughout the process of accepting and utilizing all major gifts.