

Policy 402: Gifts

Reviewed: 03/18/19

Revised: 11/13/17

Approved: 11/27/17

Salem-South Lyon District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). SSLDL accepts monetary gifts as well as certain gift materials that reflect the Library's strategic plan. Gifts of money will be acknowledged.

Donations

Donors may make contributions directly to the Library general operating fund or to any active, defined Library fund approved by the Board of Trustees. No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts or has previously defined those conditions, such as naming opportunities.

A. Materials

Gifts of materials may be added to the Library's collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection (see Collection Management Policy 401). The Library reserves the right to accept or discard, at its discretion, any unsolicited material sent to the Library.

B. Equipment/Furniture

The decision to accept equipment or furniture will be made by the Library Board of Trustees or by the Library Director in conjunction with the Network Administrator, as appropriate. Decisions on acceptance of computer equipment will be based on age of the equipment, compatibility with existing Library equipment and networks, ability of Library staff to assist public in use of the equipment and space to house the equipment for use by staff or public.

C. Art

The decision to accept art and the determination of its location in the Library shall be made by the Board of Trustees of the Library, by the Library Director, as appropriate, and if necessary, on the advice of an ad hoc advisory committee, to be appointed by the Board. Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact and impact on the operations of the Library.

D. Landscaping

The Library Board of Trustees or the Library Director, as appropriate, shall make the decision as to the acceptance and location of gifts of landscaping items. The Friends of the Library will also be consulted as to the appropriateness of the Gift in conjunction with the work they do to maintain the grounds and gardening surrounding the Library. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the landscaping plan for the building.

Appraisals for Public Library Gifts

The appraising of a gift to the Library for income tax purposes is the responsibility of the donor. The Library as an interested party, to protect both its donors and itself, will not appraise gifts made to it. The Library will acknowledge receipt of materials (such as used books) on a standard receipt form.