

Geauga County Public Library
Operating Policy Manual

SECTION: ACCEPTANCE OF GIFTS (NON-BOOK)
NUMBER: 350
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Gifts to the library are encouraged and most welcomed.

Donations in memory of an individual will be acknowledged by the Library to the family as a memorial, without mention of the amount. Donations to honor a person or organization will be acknowledged by the Library to the person or organization, without mention of the amount. Acknowledgement/thank you letters of memorial and honor donations will be sent to donors as a courtesy as well. The following information needs to be included in the letter:

1. Name of the Library
2. Amount of cash contribution
3. Description of non-cash contribution (not the value) i.e. 1 bean bag chair, or 1 original oil painting 10"x12"
4. A statement that no goods or services were provided by the Library in return for the contribution, if that was the case
5. Date of gift

IRS regulations require that in order for a donor to claim a gift of \$250 or more the donor needs a written acknowledgement from the Library with the details noted above included in the letter. All GCPL memorial and honor donors will receive such a letter no matter the amount of the gift as a courtesy.

Donations of stocks or bonds will be acknowledged by the Library to the donor in the value on the day donated. Time of disposal of stocks or bonds will be determined by the Board of Trustees.

Acceptance of donations of cash, stocks, bonds or other financial instruments is subject to approval of the Board of Trustees.

Acceptance of donations of real property, equipment, furnishings, or other goods and services, new or used is subject to approval of the Board of Trustees.

The Board of Trustees may refuse any gift if it determines that the gift is not appropriate for the Library.

The Library reserves the right to use or dispose of, and retain any proceeds from any accepted gift.

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Any donations with instructions or special conditions will be considered based on the needs of the Library and are subject to approval of the Board of Trustees.

See Policy 620: Acceptance of Gift Books
See Policy 440: Geauga County Library Foundation

Reviewed February 12, 2014
Revised February 16, 2010
Approved December 8, 1992