

01.17 POLICY – DONATIONS TO THE GALWAY PUBLIC LIBRARY

All gifts and donations to the Library become the property of the Library. No restrictions on the Library's ownership, possession, use, display, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Library Board of Trustees. The Library has the right to handle or dispose of the gift in the best interests of the Library. The Library cannot guarantee that any gift will be retained permanently.

MONETARY DONATIONS

Donors who wish their donation be used for a specific purpose should contact the Director for assistance.

NON-MONETARY AND NON-CONSUMABLE DONATIONS:

Non-monetary and non-consumable donations are accepted on a case-by-case basis. Such gifts will be evaluated for acceptance on the basis of its ability to promote the mission and vision of the Library and to enable the Library to enhance its services, collections, and grounds. The Library reserves the right to refuse any gift that the Board of Trustees deems not to be in the best interests of the Galway Public Library.

The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

The Library Director may require physical donations be accompanied with signed and dated release form. (See Document of Transfer of Ownership form.) The release form is generally associated with non-consumable donations with a ~~possible~~ potential value greater than \$250. Receipts will not be issued for donations left at the Library without a required release form.

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All donations of art must be approved by the Board of Trustees before they are accepted.

The Director will be responsible for the acknowledgement and record keeping of the donations.

I certify that our Board of Trustees adopted the above at a meeting held on / /2022.

_____ (President) Date _____

Document of Transfer of Ownership

I hereby present as an unrestricted gift to the Galway Public Library the items described below. I have read and understand the Library's Donation Policy.

Description of gift:

Donor Signature _____ Date _____

Donor's Name (Print): _____

Address _____

Accepted by (Print) _____ Date _____

(1 October 2022)