

Christian County Library

GIFT POLICY

Gift Policy

The Christian County Library accepts and encourages gifts of money, library materials and other property from businesses, organizations and individuals.

1. Acceptance:

The library accepts gifts with the understanding that the gift becomes the property of the library and is subject to disposition at the library's discretion.

2. Acknowledgment:

Except for library materials sent without prior arrangement or used materials, the library will acknowledge in writing the receipt of all gifts. Donors of used books and other materials may complete a form available at the sorting table listing types and numbers of materials. Staff will stamp and sign the form. Bookplates will be placed in library materials bought with donations in honor or memory of an individual. Donors of larger amounts will be asked their preference of anonymity or public recognition such as an engraved plate on the donor plaques or a news story .

3. Tax Deduction

The library is a not-for-profit organization. Gifts are tax-deductible as provided by law. The library will provide a receipt, not a valuation.

4. Appraisal

As the recipient of a gift, the library will not assign a monetary value to that gift.

Appraisals on non-monetary donations will be done at the donor's expense.

5. Public Support

Gifts will be accepted to supplement public support and improve or enhance library services. Gifts should not diminish or supplant primary income provided through voter approved taxes.

6. Maintenance

Costs of preservation, storage, special display, insurance, means of accessibility and related expenses as well as who bear these expenses will taken into account in considering proposed gifts. In higher valued donations, an agreement shall be drawn up or examined by an attorney.

Gift Policy Adopted and Last Revised 26 Aug 2005