

# **Charlotte Hobbs Memorial Library (CHML)**

## **Donation Policy**

### **PURPOSE**

The Charlotte Hobbs Memorial Library (CHML) is grateful for gifts and donations. The CHML staff can supply, upon request, a list of needed items for consideration by the donor. This policy provides guidelines for giving to the CHML.

### **DEFINITIONS**

Collection – All materials available for public use in the CHML, on the CHML website, and for patron check-out.

Director – A salaried employee hired by the Board to manage and promote the CHML.

Materials – Books (print and electronic), magazines, non-traditional offerings, newspapers, audio-visual, electronic databases.

### **POLICY**

1. **Materials Donations** – In accepting a gift of materials, the library reserves the right to decide if items donated are added to the collection or used for fundraising. The materials donated are judged by the same standards of selection as those applied to the purchase of new materials (see Collections Policy).
2. **Monetary Gifts** – Unrestricted gifts of cash, stocks, or bonds are gratefully accepted. Restricted gifts are reviewed by the Director and approved by the Board of Trustees.
3. **Arts Objects, Artifacts, Equipment and Furniture** - The CHML welcomes and values all gifts; donations are reviewed by the Director and approved by the Board of Trustees. All donations are accepted with the understanding that it may be necessary to sell or dispose of the donation in the best interest of the CHML.
4. **Income Tax Statements** – The CHML cannot appraise the value of a donation of materials, art, objects or artifacts. However, the CHML can issue the donor a letter acknowledging the donation. The donor decides whether to determine the value of the donation or utilize an independent appraiser. It is the donor's responsibility to determine the tax obligations of the donation.
5. **Donor Recognition** –The CHML may provide donor recognition for gifts and donations, if requested.
6. **Memorial Gifts** – All memorial and honorary book donations will include, upon request, an appropriate book plate. All other memorial and honorary donations are acknowledged in writing if the donor provides the name and address of the individual or group.

**Adoption:** This policy was adopted by the Board of the CHML on October 16, 2015.