



RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

19 Ross Street, Batavia, NY 14020
585-343-9550 585-344-4651 (fax)

Gift Policy – Monetary, Materials and Other Memorials, Bequests, Honorary Contributions, Donations

Richmond Memorial Library shall accept monetary gifts in the form of memorials, bequests, honorary contributions or donations. Funds donated shall be used to purchase items in accordance with the selection policy of the library. Books and other materials purchased with memorial, bequest or donation funds shall be identified with special donor plates whenever possible. The library shall always recognize the receipt of a gift with a written acknowledgment. Notification of memorial or honorary contributions shall be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and shall be followed to the extent that such items meet the library's selection policy and collection needs.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, special collections, etc. shall be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Richmond Memorial Library shall also accept gifts of new and used books as well as audio and visual media and designated special collection materials. Items shall be added to the collection in accordance with the selection policy of the library. Once donated, items shall become the property of Richmond Memorial Library and shall be subject to all other library policies and procedures. Donated items may be discarded according to the policy on withdrawal and disposition of library materials. If not added to the collection, items shall be donated to the Friends of the Library book sale or discarded. The donor may place no conditions on the donation. Donated items shall not be returned to the donor.

The library shall acknowledge receipt of donated items upon request, but is unable to set fair-market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish the value of the item.

Approved by Library Board of Trustees (October 20, 2008)
Amended (11/12/13)