



GRINNELL PUBLIC LIBRARY DISTRICT WAPPINGERS FALLS NY GIFTS POLICY

In appreciation of community support the Library District accepts gifts, donations, and memorials.

The Library District accepts gifts under the following conditions:

- Restricted gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library District. Generally the Library Director will accept restricted donations that fall within the established guidelines or previously established Board of Trustees Policy. Donations with unusual restrictions will be referred to the Board of Trustees established investment Policy.
- The Library District reserves the right to refuse any gift.
- Unrestricted monetary gifts and securities or investments generally will be accepted in accordance with the Board of Trustees established Investment Policy.
- Gifts of library materials (books, magazines, audio-visual items, etc.) will be accepted with the understanding that the Library District reserves the right to add them to the collection, distribute them to the other libraries, sell them or discard them. Gift materials will be evaluated by the same selection standards that apply to purchased materials.
- Gifts such as, but not limited to, real and personal property, art objects, portraits, antiques, and other collectables will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Board of Trustees. Any proceeds derived from such disposal may be used by the Library District in a manner consistent with the original gift, if practicable.

- Other than cash and negotiable instruments, the Library's Deed of Gift form must be signed by the donor or his/her executor.
- Gift items will be acknowledged in writing if the donor wishes. The Library District, or its agents will not appraise or estimate the value of gift donations. The responsibility for such assessment normally lies with the donor in accordance with Publication 561, *Determining the Value of Donated Property*, issued by the Internal Revenue Service. Any letter will not contain a statement of value.
- In the official or employment capacity as Library Trustee or staff, no person shall accept personal gifts of any kind from a member of the public or vendors, except for (a) small items of nominal value (less than \$50.00); or (b) gifts that are traditionally given in recognition of a milestone event (i.e., retirement). All other personal gifts, including tips, must be: (a) refused; (b) returned to the sender with an explanation that acceptance of gifts is contrary to Library policy; or (c) remitted to the Library Director as a gift to the Library

Approved by the Board of Trustees

Date: 6/19/2023



GRINNELL PUBLIC LIBRARY DISTRICT WAPPINGERS FALLS NY

Deed of Gift Form

I, the undersigned Donor, hereby donate and convey to the Library District, all rights, title and interest that I possess in the materials described in this Deed of Gift.

DONOR INFORMATION

Name: _____ Phone: _____

Address: _____

E-Mail : _____

NATURE OF DONOR'S RIGHT IN MATERIALS

(e.g owner, heir, executor, trustee, etc.) _____

COPYRIGHT INTERESTS:

I represent and warrant that I control the copyright in the donated materials.

(please initial) _____

COPYRIGHT CONVEYANCES:

To assign to the Library District the copyright of the donated materials

Please initial: _____

Description of Donated Materials (Please note any restrictions on the Library Districts use of this gift.

I understand that the location, retention, cataloging, preservation, and disposal of the donated materials by the Library District will be conducted at its discretion, in accordance with the Library Policy and applicable law. The donated materials may be displayed physically by the Library District. Images of the donated materials may be displayed on the Internet, the Library Districts web page, and social media accounts reasonably assured to prevent copying or redistribution. The donated materials shall be made available for research. The donated materials may be deaccessioned in accordance with the Library's Collection Development Policy.

I represent and warrant that I am the sole owner of the materials described above, that I have full right, power, and authority to give the materials to the Library District and that the information I have provided is accurate. The terms of this Deed of Gift shall apply to all donated materials described in this Deed of Gift notwithstanding that some of the materials may be before or after the date of this Deed of Gift.

I understand the sections on "Copyright Conveyances" and "Copyright Interests". I have received an explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by my signature below.

Signed: _____
Date: _____

ACCEPTANCE BY LIBRARY:

The Library District hereby accepts this gift on behalf of the Board of Trustees with appreciation and agrees to the conditions stated in this Deed of Gift.

Name : _____
Title : _____
Signature: _____
Date : _____

