

# Gifts and Donations Policy

The Mount Clemens Public Library welcomes all gifts and donations that support the library's mission and vision for service and programs. Our Director, Staff and Board of Trustees welcome and encourage gifts and donations that are consistent with the Library's Mission Statement.

The Mount Clemens Public Library reserves the right to decide on the acceptance, use or designation of all donations, materials, and gifts and retains unconditional ownership of same. The Library Board reserves the right to accept or reject any gift without comment.

*Please refer to the following guidelines and regulations to assist in defining ways to donate and recognize or acknowledge a donor's generosity.*

## Ways to Donate:

### Short-Term

- I) **Memorials and Honorariums:** The gift amount is equivalent to the cost of the material being purchased for the collections. The Library will be pleased to select appropriate titles in memory of a relative or friend. The material selected may be in a particular subject area as designated by the donor. Specific title suggestions are taken into consideration following the Library's Collection Development Policy and Procedures.
- II) **General Donation:** The gift amount may be used to purchase materials for the collections, for programs, events and/or other items as designated by the library staff, Director and/or Board of Trustees.
- III) **Adopt-A-Shelf Program, \$250 a year:** The gift amount will be used to purchase new materials with recognition on a shelf in the library. See Gifts Recognition below for details.

### Long-Term

- I) **Major Donor, \$5000 or more:** Donors may pledge an amount over a period of time or in one lump sum. See Gifts Recognition below for details
- II) **Endowment Fund:** This is a non-expendable trust fund that will utilize only the interest earned on the gift. Donations to the Endowment Fund are used to help provide for long range continuity of services and collection maintenance. The interest will be used for the purchase of something to be determined and agreed upon by library staff, Director and/or Board of Trustees.
- III) **Bequests:** A bequest designated to the Mount Clemens Public Library in a will or trust creates a legacy for generations.

### Donations of Books, Materials, or Other Items

Please see Mount Clemens Public Library Collection Development Policy regarding donations of books or printed materials for inclusion on the collection.

**Non-collection materials:** Gifts and donations other than items which can be used in the Library's collection (works of art, furniture, personal property, equipment, real estate, stocks, etc.) will be considered on a case-by-case basis. The cost of disposal must not exceed the value of the asset for the item to be considered. These must be discussed with the Library Director and may be accepted with the approval of the Library Board of Trustees.

## Gifts to Library Staff

Individual Library Staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

## Gifts Recognition

Donors of gifts to the Library may wish to be recognized or to honor another person. Name recognition may be granted upon request and upon receipt of a monetary gift to the Mount Clemens Public Library.

- 1) Monetary gifts under \$250 will be used to purchase materials for the collection or support specific library programs. Book plates or labels will be placed in the books or items for the collection with the name(s) of the donor(s). If the donation is a memorial or honorarium, the name(s) of the person(s) in whose memory or in whose honor it was donated will be on the plate or label.
- 2) Monetary gifts of \$250 may be used to Adopt-a-Shelf for a year; a special plate with the name of the donor or person being honored will be displayed in on the lip of the shelf in the library for one year. An individual may purchase multiple shelves, at their discretion.
- 3) Major gifts of \$1000 or more will be recognized on an engraved plaque to be hung on the Library's donor wall located inside the north entrance of the building.

**Programming or events can be sponsored:** Upon receipt of at least 95% of the program expense. Multiple sponsors for the same program are permitted. The sponsor(s) of the program or event will be recognized as appropriate. The Library Director will need to approve all events being sponsored to ensure that they align with the Library's Mission and Vision statements.

**Naming of Individual Rooms:** Naming rights to a room or area that can be identified as a specific space may be granted by the Library Board of Trustees with a gift as decided upon by the Board of Trustees and the grantee. A name will be granted to the library room or space for the time period of up to 20 years, at which time it may be renamed upon receipt of a gift of equal or greater value to the original gift. Room or space naming shall expire should the room or space cease to exist due to remodeling or the library's ceasing to use the room or space.