

800-07 — Gift and Donation

Statement of Purpose

The Fairport Public Library Board of Trustees encourages donations to the Library which will further the mission of the library. Such donations are managed in accordance with the Library's policies. Gifts shall meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. Gifts are accepted, used, loaned, displayed, donated, traded, sold, or otherwise disposed of at the sole discretion of the library. Donated items will not be returned to the donor and the library will not accept anything that is not an outright gift. This applies to gifts previously given, as well as to future gifts.

Monetary Donations

Undesignated gifts are preferred. Gifts contingent upon a specific purpose are subject to acceptance by the Fairport Public Library Board of Trustees. Once accepted, designated gifts will be used so far as it practicable in accordance with such designation.

The Library accepts monetary donations without conditions on their use for projects approved by the Board, or for addition to the Library's reserve fund or the Fairport Public Library Foundation. All funds deposited to the Fairport Public Library Reserve Fund are expended by approval of the Library Board. All funds deposited to the Fairport Library Foundation are expended by approval of the foundation board.

For memorials and honorary gifts, acknowledgment is sent to the donor and the family of the person being recognized, or the person being honored. Items(s) purchased are determined in consultation with the donor and are marked with donor plates whenever possible.

The Library accepts monetary donations for the purpose of purchasing Library materials consistent with the objectives of the Library collections. When the Library receives a cash gift for the purchase of materials, the general nature or subject area of the materials to be purchased will be based on the wishes of the donor. The library staff in accordance with the needs and selection policies of the library will make selection of specific titles. Efforts will be made to honor specific title requests; however, these requests may be denied based on the needs of the library.

Donation of Library Materials

The Library accepts books and other materials as donations with the understanding that they may be disposed of in a manner most convenient to the Library if the materials are not added to the collection. Gifts to be considered for the library collection are evaluated according to the library's Collection Development Policy. Acceptance of donated books and other materials in no way guarantees their inclusion in the library's collection. Most gifts are used in the Friends of the Fairport Public Library bookstore and book sales to benefit the library, and some are discarded.

Means of disposing include sale, donation to other institutions, and when necessary, discarding. The Library issues a receipt for items donated upon request but does not establish a monetary value for the donation. The decision to add a particular item to the collection rests with the Library Director or designee.

Furnishings, Equipment, Artwork

Prospective donors should make written application to the Library Board regarding the item(s) to be donated, including a full description of the item(s), the donor's estimate of value, and instructions for use, if any. Initial evaluation of the gift to determine its usefulness to the Library will be made by the Facilities and Services Committee of the Library Board. The final determination of the acceptability of all such gifts lies with the Library Board of Trustees. The Library Board's decision will be made at a regular library board meeting and communicated in writing.

Sponsorships

Sponsorships are available for gifts of \$1,000 or more and will be acknowledged in all publicity for the event or service sponsored. Examples include:

1. \$1,000 Book group sponsorship – one year
2. \$5,000 Summer Gazebo concert series
3. \$1,000 Summer Reading Club – adult
\$2,000 Summer Reading Club – Young Adult
5\$,000 Summer Reading Club – Children

In keeping with the Mission of the Library, the Library Board of Trustees reserves the right to decline any and all sponsorships.

Publicity

The names of people making donations to the Library will not be released without their consent.

Donor Recognition

The Library will provide a receipt for donated materials upon request. Other gifts will receive a written acknowledgment. The appraisal of the gift for tax purposes is the responsibility of the donor. Written acknowledgement of financial contributions will list the exact amount of the contribution.

Names of donors of items other than book sale materials will be published with permission of the donor by gift category in the annual report to the board, the library newsletter, or via bookplates when appropriate. Donors who contribute \$500 or more will have their names listed by gift category on a plaque that will be displayed in a prominent place in the library, with the permission of the donor

The library newsletter may highlight stories of some donors and why they are supporting the library.

Donor Recognition Levels

Collections	Supporter	Sponsor	Benefactor
Local History	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Career Center	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Large Print	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Small Business Center	\$1,000 - \$9,999	\$10,000 - \$49,999	\$50,000
Areas			
Reference	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Children's Room	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Teen Center	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Audio Visual	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Fiction	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000
Nonfiction	\$1,000 - \$9,999	\$10,000 - \$249,999	\$250,000

Supporter Level: Donor will be recognized by adding his or her name to a plaque to be displayed prominently in the library. The donation of a Supporter will be recognized in the Library newsletter and annual report with the permission of the donor.

Sponsor Level: Donor will be recognized on the Sponsor area of a plaque to be displayed prominently in the library. The donation of the Sponsor will be recognized in the Library newsletter and annual report and will include a photograph with permission of donor.

Benefactor Level: Donor will be recognized by naming the designated area or collection of the library after the Benefactor for a period of 25 years, after which time a permanent recognition will be posted. An engraved plaque will be placed near the area in the Library, stating that the area has been named for the Benefactor. The donation of the Benefactor will be recognized in the Library newsletter and annual report and will include a photograph with permission of donor. Additionally, the library will hold a press conference and reception to publicly thank the Benefactor.

All major donations are subject to the acceptance of the Fairport Public Library Board of Trustees.

Adopted: June 13, 1978

Reviewed: September 2020

Revised: February 10, 1993; November 12, 2002; January 13, 2004; November 20, 2018