

Tangible Gifts Policy of the Middletown Public Library

Purpose and Overview

The Middletown Board of Library Trustees (Board) welcomes and appreciates offers of gifts and donations of tangible items to benefit the Middletown Public Library (Library) - for example: artwork, sculptures, rare books, furniture, etc. In accepting or declining any such gift, the Board, as a public entity, must always make decisions that are in the best interest of both the Library and the community that it serves.

The Library Board makes the final decision on acceptance of gifts and can refuse any and all gifts at its sole discretion.

The acceptance of gifts does not constitute or imply endorsement by the Board of any service, product, or business of the donor. Publicity given to such gifts or donations that implies or conveys endorsement or promotion of the donor's services or products by the Library is strictly forbidden.

Guidelines

Gifts accepted by the Library Board will be accepted only if they:

- are appropriate to the mission and needs of the Library
- are unrestricted or, if restricted, given in reasonably broad and flexible terms to maximize the usefulness to the Library
- are irrevocable
- impose no undue financial burdens on the Library
- permit the Library to apply the gift to a related purpose if the designated purpose is no longer practical, necessary, or able to be performed
- have a set term for naming opportunities

Procedure

1. Acceptance in each case is determined by a vote of the Library Board, or by the Library Director pursuant to authority granted by the Board. The Board will acknowledge all gifts but in no instance will the Board apply a monetary value to the gift. The donor or their lawful representative will complete such reasonable acknowledgement or gift grant form(s), if any, as the Library Board may require.
2. The criteria for a gift will be the same as the criteria for an item purchased by the Library. Any gift must be of use, aesthetic, and/or historical interest.
3. A gift shall not require additional expenses for its present or future use, display maintenance, or administration unless such expense is approved or covered by new or existing funds provided for this purpose by the donor or their lawful representative.
4. Gifts will be accepted with the understanding that they are freely given with no conditions attached and the gift becomes the sole property of the Library. The Library will be the sole determinant of its use/display. Any gift accepted may be kept, displayed, sold, donated, or discarded at the discretion of the Board of Library Trustees and/or the Library Director.

5. No gifts will be accepted on which the donor places restrictions or special conditions unless these restrictions or conditions are specifically accepted by the Library Board.
6. Gifts will be formally acknowledged if the donor wishes. This may be with a plaque on the Middletown Library Giving Tree, or name plate or plaque on the donated item. If an item has a plaque on it and is then sold, donated, or discarded, the plaque will be moved to the Middletown Library Giving Tree permanently.

Approved by the Middletown Board of Library Trustees on: November 19, 2024