

# Interlaken Public Library Gifts and Fundraising Policy

## Gifts

The Interlaken Public Library (hereafter referred to as the Library), the Board of Trustees or the Library Director will not solicit monetary or material gifts. But, gifts are accepted at the discretion of the Library Director and/or the Board of Trustees 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.

Unrestricted and temporarily restricted monetary gifts will be used at the discretion of the Board of Trustees.

Gifts of library materials (books, Magazines, CDs, DVDs, etc.) will be judged by the same materials selection guidelines that apply to purchased materials.

Gifts of library materials may be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them or discard them.

Personal or real property, art objects, portraits, antiques and other collectibles not considered library materials, if accepted, will be noted in the Donated Property Log and are accepted on the condition that they may be sold, kept, given away or discarded at the discretion of the Board of Trustees. Specific requests on the part of the donor regarding the disposition will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the library. Any restrictions that are acceptable to the Board will be noted in the meeting minutes upon acceptance and noted in a Donated Property Log.

Gifts will be formally acknowledged if the donor wishes or if a monetary gift meets or exceeds \$25. Letters of acknowledgement will be the responsibility of the Library Director, but can be referred to an appropriate member of the Board at the request of the Library Director. The library will not appraise or estimate the value of gifts. The responsibility for such assessment lies with the donor.

## Fundraising

Fundraising will be done in accordance with New York State law as it applies to municipal libraries.

The Library, the Board of Trustees or the Library Director will not solicit funds. This prohibition does not forbid the pursuit of funding from established grant programs, which is a legitimate municipal function.

Fundraising to benefit the Library should be directed by individuals in their private capacities or by community groups not affiliated with the Library. In turn, these private individuals or groups may make donations to the Library. Board members can participate in fundraising for the Library as private citizens.

(see Municipal Fundraising and Gifting, Tug Hill Commission Technical Paper Series, August 2012)

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