



Baldwin Public Library

Gift and Donation Policy

The Baldwin Public Library, hereafter referred to as “Library”, encourages gifts and donations, which will enhance library services. Monetary contributions are added to The Baldwin Public Library Trust for purchases beyond the means of the regular budget.

I. Gifts of Materials, Artwork, Furnishings, or Personal Property

- A. Offers of gifts of materials for the collection shall be reviewed with the donor prior to acceptance. Gifts are accepted with the understanding that they become the property of the Baldwin Public Library upon receipt and that the Library shall make all necessary decisions according to its Collection Development Policy as to their retention, placement, cataloging and other considerations relating to their use and disposition. The Library does not accept textbooks, books in poor physical condition, or used magazines. Library materials such as books and other items may be donated in honor of a friend or relative. These items will be marked with a special plate.
- B. While gifts of art and other collectibles are welcome, the Library reserves the right to determine the placement and display of these objects. The decision to accept the gift will be based on the suitability to the Library’s mission, and the availability of space for display. Such gifts are accepted only on the condition that the use and disposition are up to the discretion of the Library Trust Board and/or the Library Director. The Library may request that an artwork be accompanied by a current appraisal of value and may request evidence of artistic importance, merit of the work, and reputation of the artist. The Library, at its discretion, may also request from the donor evidence of provenance and present title to the artwork. A deed of gift, or similar document transferring sole and exclusive ownership of the artwork to the library will be required.

II. Gifts of Money

- A. General gift funds – Unrestricted monetary gifts will be used at the discretion of the Library Trust Board to the best advantage of the library. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the mission of the Library and the Collection Development Policy.

Gifts of money to purchase tribute or memorial items are always welcome. A minimum of \$25.00 is needed to purchase an item. These gifts will be expended for the designated purpose with appropriate recognition. Proper notification will be sent on receipt of the gift, in advance of the item being ordered.

- B. Endowment Funds – A named endowment fund may be established the continuing support of the library. These funds are established in perpetuity, and the use of funds will be guided by the wishes of the donor with the annual income used in accordance with the fund restrictions. A minimum amount of \$10,000.00 is needed to establish an Endowment Fund.

Those interested in establishing a fund should contact the Library Director to discuss options. A minimum amount of \$5,100.00 must be physically secured by the Library before the Library Director recommends the establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years. In the event that the flow of funds agreed upon does not reach a minimum of \$10,000 within five years, the named Endowment Fund shall be dissolved and the funds will be co-mingled with other Library gift monies.

III. Sponsorships

The Library welcomes sponsorships of programs, projects and events from individuals and groups, including but not limited to businesses and organizations. Sponsorships will be accepted at the discretion of the Director. Sponsorships and gift items will be formally acknowledged in the manner the donor wishes.

IV. Appraisals for Tax Purposes

Neither the Trust Board nor the Director will assess or suggest a value for non-monetary gifts for income tax or other purposes. The letter of acknowledgment will not contain a statement of value for donated items. All donations to the Library are tax deductible and provide tax benefits to the fullest extent of state and federal law. The Library will provide a descriptive receipt upon request.

V. Gifts to Staff

Staff will not accept gifts of any kind from members of the public except for plants or edible gifts such as cookies, candy, etc. which can be placed in the department and shared with staff. All other gifts shall be refused or returned to sender except at the discretion of the director.

Policy adopted by the Baldwin Public Library Board on April 17, 2006
Revised June 18, 2012
Revised June 20, 2016

**Gift Agreement to Establish a Named Endowment Fund
at The Baldwin Public Library**

for The *[insert name]* Fund

In accordance with the Baldwin Public Library Trust Board's Gift & Donation Policy, the undersigned intends to establish by a gift of \$*[insert amount of gift commitment]*, payable over a period of up to *[insert number]* years, an Endowed Fund to be known as

The *[insert name]*.

If it is the donor's preference, the income from this endowment may be restricted to *[insert customized language here]*.

If, as a result of changed conditions in the future, all of the income from this Fund shall not be needed for the purpose set forth above, then The Baldwin Public Library Trust Board is authorized to use the income for such other purposes as nearly as possible akin to the original purpose as in their judgment will help advance the aims of The Baldwin Library.

The Baldwin Public Library Trust Board is hereby authorized to co-mingle this gift, and any additions thereto, with the general investment funds of the Baldwin Library Trust, provided only that this Fund be credited with its pro rata share of net investment income in the same manner as the other pooled funds are credited with income.

The Baldwin Public Library Trust Board and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Baldwin Public Library

Printed Name of Donor

Acknowledgment by the President
of the Baldwin Public Library
Trust Board

Signature of Donor

Date _____

Date _____