

# **Brookfield Public Library**

## **Gifts to the Library**

Adopted: 4/24/2002

Reviewed and Approved: 4/23/2008, 1/28/2015

### **I. General**

The Brookfield Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials that could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

### **II. Donation of Books and Audiovisual Materials**

The Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the materials which citizens so generously give, a considerable proportion can be used. Some cannot be used, because though of value in itself, it may be: (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Brookfield Public Library accepts gift books with the understanding that books deemed useful to the library collection will be retained and other books not deemed useful will be disposed of according to the Library's policy on disposal of surplus materials. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

### **III. Gift Book Program**

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is used and should be completed by the donor.

### **IV. Donation of Art Objects and Other Types of Materials**

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

### **V. Donations—Others**

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is the Library's custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. There may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Board of Library Trustees.

## **VI. Recognition of Gifts**

For memorial books to the Library, the Library may place within the book the name of the donor, if desired. Accepted gifts will be honored in our gift remembrance book.

## **VII. Use of Gifts**

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation.

## **VIII. Income Tax Statements**

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect of the tax deduction.

## **IX. Restriction**

No donation can be accepted unless it is given to the Library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the Library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the Library.

## **X. Form**

A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and by the Board of Library Trustees for restricted gifts.

Brookfield Public Library  
**GIFT BOOK PROGRAM**

I/we would like to contribute \$ \_\_\_\_\_ for a book to be placed in the Library.

As a **memorial** for: \_\_\_\_\_

or

**in honor** of: \_\_\_\_\_

on the occasion of a birthday \_\_\_\_\_, wedding anniversary \_\_\_\_\_,  
graduation \_\_\_\_\_, or other (please specify) \_\_\_\_\_.

The subject matter or title we prefer for this book is (please specify if you have a preference)

\_\_\_\_\_  
\_\_\_\_\_

The Library will notify the following person that this donation has been added to the Library's collection **in memory of** or **honoring** the person mentioned above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship \_\_\_\_\_

Name of person to be notified: \_\_\_\_\_

Address of person to be notified: \_\_\_\_\_

\_\_\_\_\_

Donor Information

Name of donor: \_\_\_\_\_

Address of donor: \_\_\_\_\_

\_\_\_\_\_

Please make checks payable to the Brookfield Public Library.

Please return this form to the Circulation Department.

Brookfield Public Library  
**GIFT AGREEMENT FORM**

Donor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Description of material donated:

\_\_\_\_\_  
\_\_\_\_\_

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

\_\_\_\_\_  
\_\_\_\_\_

This Gift Agreement transfers legal title of the gift to the Brookfield Public Library.

\_\_\_\_\_ Unrestricted gift                      \_\_\_\_\_ Restrictions (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

I have read the gift policy provisions of the Brookfield Public Library and agree that they are acceptable.

Donor signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Library Director

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For restricted gifts only:

\_\_\_\_\_  
Signature of the President of the Library Board                      Date \_\_\_\_\_

\_\_\_\_\_  
Signature of the Secretary of the Library Board                      Date \_\_\_\_\_

Date of Board Approval \_\_\_\_\_