

## **GRAN - B**

### **Forsyth County Public Library Gift Policy**

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#### **Introduction & Purpose**

The Forsyth County Public Library is a department of Forsyth County Government, and receives well over ninety percent of its funding from Forsyth County. In order to maximize Library services, the Library willingly accepts gifts and donations and also collaborates with others through partnerships.

The purpose of this policy is to set guidelines for gifts made to the Forsyth County Public Library. The Library has no authority over gifts made to either the Library Foundation of Winston-Salem and Forsyth County or the Friends of the Library groups that support the Library. All three options--gifts to the Library, to the Foundation, or to a Friends group--may meet different needs.

Both the Foundation and the Friends groups hold 501 (c)(3) designations, making donations tax deductible. Donations to the Forsyth County Public Library are also tax deductible; however the Library takes no responsibility for valuing gifts for tax purposes or for the tax consequences to the donor.

Information about the Library Foundation may be obtained by contacting Library Administration. Information about a Friends group is best obtained by contacting Library staff at the location of interest.

The Library accepts gifts of money and non-monetary property. Many companies will double or triple an employee's gift with a corporate matching gift.

#### **Public Acknowledgement of Gifts and Donations**

Library donations with a minimum value of \$25.00, whether in the form of money, material or in-kind donations, will be recognized on the Library's Website and in the Library's *Annual*

*Report* or end of the year issue of the *Bookshelf*. Donors will be sent a copy of the publication as their donations are publicized. Library staff is responsible for submitting the donor's name and address to the Office Services staff that will maintain a list of those names. Library staff, who represent a specific Library agency or committee that is the recipient of a donation, will be responsible for sending a thank-you letter to the donor and informing Library administration of such action.

## **Book Donations**

The Forsyth County Public Library accepts gifts of books and other materials with the understanding that the Library has the authority to make whatever disposition of the materials is deemed advisable, discarding them if conditions warrant.

The same evaluative criteria that are applied to the selection of purchased materials are used to decide whether donated items will be added to the Library's collections. Because of wear, theft, damage and currency, the permanence of gifts cannot be guaranteed. Items that are not added to the collections are not returned, and become part of the Library's or the Friends' ongoing book sales, which generate monies for library services or the purchase of new materials. Donors will be given a copy of the "*THANK YOU from the Forsyth County Public Library*" card acknowledging their donation.

## **Monetary Gifts**

The Forsyth County Public Library accepts monetary gifts for operations, Library materials, equipment or other capital expenses or for designated funds. Donors are asked to make checks payable to the Forsyth County Public Library.

Receipt of all monetary donations must be promptly submitted to the Office Services Department, accompanied by a note from staff indicating the amount received and the proposed expenditure of the money (i.e. to purchase books, equipment, etc.). Office Services staff will process the deposit transaction and send a memo to the County Budget Department directing that these funds be transferred to the appropriate Library budgetary account.

## **Memorial / Honorary Gifts**

A gift to the Library is a thoughtful way to remember a special person or occasion, or to help build the Library's collection of books and materials for public use. If the Library was or is of special interest to a family member, co-worker or friend, giving to the Library in his or her name provides an excellent way to honor or remember that special person. A bookplate may be added to each new book to recognize the individual or group for whom the donation is given. An acknowledgement of the gift will also be sent to the honoree. Donors must fill out the **GIFT BOOK FORM** agreement and return it with a check as directed, insuring that the Library can follow the donor's instructions accurately.

## **Donor Advised Gifts (Restricted Gifts)**

Donor advised gifts are those that are given for a specific purpose, as defined by the donor. For example, a long-time patron of a neighborhood branch library may choose to give to that particular branch; or may want to make a contribution to the Library enabling it to enlarge its circulating collection of one type of material. Another example would be to give in support of children's programming.

The opportunities are as varied and as diverse as the population segments the Library serves. The criterion for accepting "donor advised gifts" rests on the Library's commitment to excellence and its desire to be responsive to the community.

As is common practice with most organizations accepting donor advised gifts, the Forsyth County Public Library reserves the right to accept or decline.

The process of accepting these gifts begins with communication with the donor. Donor wishes must be clearly understood. The service, program or item to be funded must be of benefit to the community.

The Library is grateful for all expressions of interest and is always eager to discuss the appropriateness of one's donor-advised gift.

## **Gifts to Special Collections**

Gifts to existing special collections will be evaluated by the appropriate librarian. The Library will consider donor preferences regarding the disposition and use of these gifts. If appropriate, the donor and Library Director may execute a "Forsyth County Library Gift Agreement," which will provide for disposition and use of the gift. It is not the Library's policy to create or establish new special collections that do not adhere to the Library's Strategic Plan. Requests to establish new special collections must be recommended by the Library Director and approved by the Library Board of Trustees at a regularly scheduled meeting.

## **Gifts of Personal Property**

Gifts of personal property, art objects, portraits, antiques and museum objects must be approved by the Library Director. The requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

Because the Library does not currently serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted. The Library may however, accept such items, including personal records, when all of the following criteria are met:

- 1) The item is specifically and clearly related to the Library or Forsyth County history, or otherwise serves the Library's strategic directions.
- 2) There is adequate and appropriate space to display and/or house the item.
- 3) The item can receive proper care and attention.
- 4) The donor and the Library Director execute a "Forsyth County Public Library Gift Agreement" which provides for disposition and use of the gift.

## **Gifts of Equipment**

The appropriate Library staff person shall evaluate a gift of equipment and make recommendations to the Library Director for approval. All gifts must meet Library and/or County government standards and serve the Library's strategic directions.

## **Gifts of Real Estate**

Gifts of real estate must be approved by the Forsyth County Board of Commissioners.

***Adopted by the Forsyth County Public Library Board of Trustees***

***September 17, 2003***

