

GIFTS AND DONATIONS

The Mountainside Public Library may accept gifts including money, equipment, works of art, documents, photographs, or property of any kind that are consistent with its mission and that support its core programs and special projects. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final; no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing.

Monetary Gifts

The Library welcomes gifts of cash or stock. If the gift is used to purchase an item for the library and the donor desires, a plate with the donor's name or donor's designated honoree will be affixed to the item(s). If the gift is used to purchase library materials such as books, a bookplate with the donor's name or the designated honoree will be affixed to each item. Whenever possible and in keeping with the library's collection management policy, the Library staff will choose items which accommodate the donor's subject or title preferences.

Real or Personal Property

The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Initial evaluation of the gift to determine its usefulness to the library will be made by the library director. The library's gift policy will be shared with the potential donor. The final determination of the acceptability of all such gifts lies with the Board of Trustees of the Library.

As a rule, gifts of art objects and furniture shall be of local interest to the community, of professional quality, well-executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the Library. Because of the Library's limited display and storage areas and primary mission as a library and not a museum, potential donors are encouraged to discuss these gifts with the Director and the Board of Library Trustees. The Library will not accept gifts that pose a danger or threat to staff and users of the Library nor gifts which require extensive, regular special care or conservation.

In order to be deemed an acceptable non-monetary gift, the following criteria must be met:

1. There must be a suitable place for display or housing.
2. The gift must enhance the library in a functional and/or esthetic manner.
3. The gift must have no conditions attached.
4. Items must be in accordance with the selection policy of the library.
5. Memorial gifts will have the donor's/memorial name if requested.

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for the library. The Finance Committee of the Board of Trustees and the Executive Director will conduct such reviews, and may seek the advice of legal counsel. Examples of gifts which will be subject to review include gifts of real property or interests in real property, gifts of personal property, and gifts of closely-held securities. Examples of subjects that may be considered in such a review are the property's relationship to the mission of the library; the condition of the property; its marketability; restrictions on the use, display or sale of the property; and possible carrying costs for real property, including but not limited to environmental liability.

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Books and Media

Donations of books and media follow the specifications detailed in the Collection Management policy.

Acknowledgement and Valuation

The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor, and if desired, to a recognized individual or organization. Income tax regulations leave the determination of the monetary value of the gift to the donor. All appraisals must be completed at the donor's expense prior to the donation. The Library is not responsible for the cost of an appraisal.

Future disposition of gifts

The Mountainside Public Library cannot guarantee that any gift will remain a permanent part of the collection or furnishings. Over time items may become worn, damaged, obsolete, or no longer appropriate and the Library retains the right to discard property as deemed necessary by the Board of Trustees in consultation with the Library Director.