



WESTCHESTER PUBLIC LIBRARY

Gifts and Donations Policy

Westchester Public Library welcomes gifts and donations from the public in the interest of benefitting the Library and its services. All gifts and donations accepted become the sole property of the Library and shall be used in the best interest determined by the Library. The Library reserves the right to decline any gift or donation it determines inappropriate or possessing of excessive or unrealistic restrictions.

MONETARY DONATIONS

The Library shall accept monetary gifts and donations into its Gift Fund in support of library programming, materials, equipment, memorials, awards, and staff and volunteer recognition, educational, and other events.

Library programming expenses shall include, but not be limited to, expenses for food, beverages, honorariums, performance fees, supplies, communications, rentals, insurance, awards, gifts, transportation, travel, and other program-related items and services.

GIFT FUND

All funds received as gifts and donations are deposited into and expended from the Library Gift Fund. The Gift Fund is divided into account categories that may be selected according to the wishes of the respective donor, funds of which will be expended in support of library programming, materials, equipment, memorials, awards, and staff and volunteer recognition, educational, and other events.

Memorial contributions will be expended in an appropriate subject area if requested by the donor; memorial plates will be included in the volume(s) if requested by the donor.

All gifts and donations made without specific designation of use from the donor will be accepted into the Unrestricted Gift Fund account, which provides the Library the widest options for judicious use in support of an array of Library initiatives and needs. Donors may also specify that they wish to donate directly into the Unrestricted Gift Fund.

Donated proceeds from Friends of the Library sales will be deposited into the appropriate Gift Fund account determined by the Library to support its initiatives and needs.

The Library Board of Trustees reserves the right to transfer funds between accounts in the Gift Fund as they may determine appropriate.

Investments made from the Gift Fund will be returned to the fund, along with any accumulated interest.

GIFTS AND DONATIONS FOR MATERIAL COLLECTIONS

The Library welcomes gifts and donations of materials to benefit its collection with the understanding that donated materials become the sole property of the Library, and that the Library makes the final decision on the disposition of the gift and donation.

Library staff will review books and other materials for possible inclusion in the collection. The decision to include a gift in the collection shall be guided by the same principles and criteria applied to the selection of items for purchase. Materials not selected for inclusion in the collection may be donated to the Friends of the Library for sale or otherwise appropriately disposed of as determined by the Library.

RECEIPT REQUEST

Upon request, the Library will furnish a receipt or a letter of acknowledgment for donations. The Library will not attempt to appraise or establish value for donated material.