



Shelby Township Library

Shelby Township Library Gift and Donation Policy

Policy Statement

The Shelby Township Library welcomes gifts and donations that promote the library's mission, programs and services. Through donors the library has been able to acquire materials which could not have been purchased otherwise.

Regulations

1. The Library makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of all donations.
2. Checks shall be made payable to the Shelby Township Library.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a federal tax deduction and as a Michigan tax credit; the donor will have to consider his or her particular circumstances for the specific effect and should consult with his or her tax advisor.
5. Library Materials
 - a. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
 - b. The staff will consider donated materials for possible addition to the library's collection using the same selection criteria as purchased materials. Materials not added to the collection or gifts may be given to the Friends of the Library for their used book sale. Proceeds from Friends' book sales support the library.
 - c. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general



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collection. The only form of commemorative identification will be a bookplate.

6. Donor Recognition

- a. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift.
- b. Unless anonymity is specifically requested and with full respect for donor privacy:
 - i. Donors may be published in reports to the Shelby Township Board of Trustees, Shelby Township Library Advisory Commission, the press, library newsletters or via bookplates.
 - ii. The library may choose to recognize significant contributions of time, talent or money in other ways.

Approved by Library Advisory Commission 12/15/15

Adopted by Board of Trustees xx,xx