



Gift and Donor Recognition Policy Boston Free Library

I. General Statement of Policy

A. The Boston Free Library (Library) actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

B. Monetary gifts as well as library and other materials in good condition may be donated to the Library.

C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Boston Free Library Board of Trustees (Board) or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy.

D. The Library will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board or its designee.

II. Gifts

A. Monetary gifts in any amount including but not limited to one-time or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.

B. Gifts of traditional library materials will be accepted with the understanding that the Library reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.

C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the Board depending on the item or offer.

D. An acknowledgement letter will be sent to the donor provided contact information is given. The Library will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor.

E. The Library may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Board. Donations may also be designated for such items at the time of donation. The Library reserves the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Board determines that continued association does not support the mission or image of the Library.

F. The Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

Adopted by the Board of Trustees 6-6-2017

Book Sale Procedures

The Board of Trustees has established the following procedures for the conduct of Library Book Sales:

1. Date and site shall be agreed upon by the Director and any other group (i.e. Friends) that may be involved.
3. Announcements and advertising will be placed in the local media: the Springville Journal, Springville Times, Hamburg Sun, the Pennysaver, local radio stations, Facebook, local events calendars online, etc.
4. Dates and sites for collection of donations must be agreed upon in consultation with the Library Director.
5. Donated materials may be appraised to establish if they are of exceptional value.
6. At the end of the sale, any remaining books will be donated to other non-profit organizations that hold book sales, or will be otherwise disposed of. Only books that may have exceptional value may be held over for a future sale.

Adopted by the Boston Free Library Board of Trustees, December 10, 2019