

Donations and Gifts Policy

Policy Statement

The Brandon Township Public Library (BTPL) welcomes donations or gifts that will promote the Library's mission, programs, and services.

Regulations

A. Material Donations

1. Acceptance of non-cash donations are at the discretion of the Director. The Library Director reserves the right to decline the offer of any gift that does not further the mission of the Library, would require excessive staff time, or would cause the Library to incur additional expenses.
2. BTPL makes the final decision on, use or disposition of all donations and retains unconditional ownership.
3. Gifts to the Library, a governmental unit, may qualify as a federal tax deduction and as a Michigan tax credit; the donor is responsible for determining the tax benefit.
4. Donated materials dropped off at BTPL may be forwarded to the Friends of the Library for future book sales and the proceeds go to support the Library. A receipt for donations is available from the Circulation Desk. The Library will not appraise any donations for income tax purposes; the donor is responsible for all appraisals.
5. Donated 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 collection. The only form of commemorative identification may be a bookplate.
6. Materials may be added to the Library collection pursuant to the terms of the Materials Selection Policy and the Library maintains full discretion to determine whether any donated item is added to the collection.

B. Monetary Donations

1. The Library makes the final decision on acceptance, use or disposition of all monetary gifts and retains unconditional ownership of any purchases made with those funds.
2. Checks shall be made payable to the BTPL. Under no circumstances shall a check be made payable to an individual who represents the Library in any capacity.
3. *Unrestricted*: These are donations with no specific donor requirements or restrictions as to how they are to be used.

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Expenditures of these funds are made at the discretion of the Library, for purposes consistent with the mission of the Library.

4. *Restricted*: These are donations for specific objectives or interests of the donor and acceptable to the Library. They may be directed toward and used for special purposes, such as programs, building and grounds, equipment, or Library materials. A Donation Designation Form is required to be completed and can be obtained from the Library's website or the Circulation Desk.
 - a. Donations of \$1,000 or more will have a specific account created by Administration for tracking all purchases.
 - b. 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 may be guided by the wishes of the donor. The Library staff, however, will choose specific titles and retain the right of final decision.

C. Donor Recognition

1. The Library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.
2. With donor permission, donor names may be published in reports to the board, press, Library newsletters, or via bookplates.