

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

1. BTPL makes the final decision on acceptance, use or disposition of all donations or 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. 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 create an administrative burden, or would cause the library to incur excessive expenses.
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 tax effect of their gifts.
5. Donations of \$1,000 or more will have a specific account created by Administration for tracking all purchases. All funds in this account should be spent in the same year. Exceptions may be made for donations made near the end of the fiscal year.
6. These donations may be of two general types:
 - A. *Unrestricted*: These are donations with no specific donor requirements or restrictions as to how they are to be used. Expenditures of these funds are made at the discretion of the library's Director, for purposes consistent with the mission of the library.
 - B. *Restricted*: These are donations for specific objectives or interests of the donor and acceptable to the BTPL. These gifts may be in response to a specific request or unsolicited. They may be directed toward and used for special purposes, such as programs, building and grounds, equipment, or library materials.
7. 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 may be guided by

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the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.

- B. Donated materials dropped off at BTPL may be forwarded to the Friends for future Friends of the Library book sales. Proceeds from Friends' book sales go to support the library.
- C. 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.

8. Donor Recognition

- A. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received (see Donations and Gifts Thank You Letter).
- B. Unless anonymity is specifically requested and with full respect for donor privacy, donor names may be published in reports to the board, press, library newsletters, or via bookplates.
 - i. The library may choose to recognize significant contributions of time, talent, or money in other ways.