

Gift Acceptance Policy

Purpose:

To provide guidance to donors and ensure that gifts to the Clinton Township Public Library align with the Clinton Township Public Library's mission, goals, and capacity to manage resources effectively and responsibly.

Terms:

Clinton Township Public Library will hereby be known as "Library"

The Library welcomes gifts of materials, funds, and other resources that support and enhance its collections, programs, and services. However, all gifts are subject to review and must comply with the criteria and procedures outlined in this policy.

Types of gifts accepted

- Books and other materials

The Library accepts donations of:

- Books
- DVDs and audiobooks
- Archival or historical materials
- Monetary donations
 - Unrestricted monetary gifts
 - Restricted monetary gifts (with prior approval for specific use)
 - Memorial/honorary donations
- Other gifts
 - Furniture, equipment, art, or technology (subject to space, use, and maintenance capabilities)

General guidelines for acceptance:

- All gifts become property of the Library upon acceptance
- The Library reserves the right to determine the retention, use, or disposition of all donated items
- Materials will be evaluated using the same selection criteria as purchased materials
- Items not added to the collection may be donated, recycled, or otherwise disposed

Restrictions and Conditions

- Donors may not impose conditions on the use or disposition of gifts unless expressly agreed upon in writing and approved by the Library Director or Library Board.
- The Library does not guarantee placement of gift materials in the collection, special housing or acknowledgement beyond a general receipt unless arranged in advanced

Valuation and acknowledgement

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- The Library does not appraise or assign a market value to donated materials
- Donors are responsible for obtaining independent appraisals for tax or personal purposes
- Upon request, the Library will provide a written acknowledgement of the donation, including description and quantity (but not value)

Recognition

Significant donations may be recognized through:

- Memorial stickers
- Donor wall/listing
- Press release or social media acknowledgement

Right of refusal

The Library reserves the right to decline any gift