



# Gift and Donation Policy

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## Policy Statement

The Shelby Township Library welcomes gifts and donations. Throughout its history, the library's collection has been enriched because of gifts and donations from generous donors.

## General Regulations

Gifts and donations are accepted year-round, contingent upon available storage space and other considerations. All gifts are accepted with the understanding that the library makes the final decision on acceptance, use or disposition of all materials, donations or gifts, and retains unconditional ownership of all donations. The Library Director and the Library Advisory Commission accepts gifts and donations when it is determined to be in the best interest of the library.

If a gift is accepted by the library, the gift shall be final; no restriction on the library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Shelby Township Library Advisory Commission.

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 their particular circumstances for the specific effect and should consult with their tax advisor.

Libraries used extensively by their patrons sustain losses through theft, damage and ordinary wear. The library, therefore, cannot guarantee that any gift will be part of the collection or furnishings permanently.

## Guidelines for Specific Donations

**Monetary gifts:** When the library receives a cash gift, 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. Checks shall be made payable to the Shelby Township Library. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift. Unless anonymity is specifically requested, donors may be published in reports to the Shelby Township Board of Trustees, Shelby Township Library Advisory Commission, the media, library newsletters, online or via bookplates.

## Library Materials:

1. Appraisal of non-cash donations are the responsibility of the donor.



2. 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 may be given to the Friends of the Library for their used book sale. Guidelines for the types of items accepted as donations by the Friends of the Library are available by request and posted in the Friends of the Library bookstore. Proceeds from Friends of the Library book sales support the library.
3. 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 will be a bookplate.

**Art and Decorative items:**

1. In general, gifts of art and decorative objects shall be of local interest to the community, of a professional quality, well-executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the library has the right to handle or dispose of the gift in the best interests of the library.
2. Because of the library's limited display and storage areas, as well as its focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Library Advisory Commission.
3. No gifts that require extensive, regular special care or conservation can be accepted.

***Approved by Library Advisory Commission 01/18/2024***

***Adopted by Board of Trustees 02/06/2024***