

GERMANTOWN COMMUNITY LIBRARY DONATIONS and GIFTS POLICY

(NOTE: The Gifts Policy is an addition to the policy governing gifts of library materials described in the Collection Management Policy)

The Germantown Community Library believes that private initiative has an important role in enriching the services of the library. The Library Board establishes this policy for accepting donations and gifts.

- Donations and gifts of money, real property, stocks, artwork, and the like will be accepted or rejected on the basis of suitability to the library's mission, décor and suitability of space for display as well as the understanding that the Library Board has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency and so forth.
- Donors may select one of the following recognitions based on the purpose and amount of the donation. Donors should not expect donations, gifts, or recognitions to be held in perpetuity. The library reserves the right to dispose of items that become unusable, not displayable, or no longer fit the library's mission and goals.
 - **Children's Area Tree** – Cash donations are used to enhance the Early Literacy Area.
 - \$50-\$149 receives 2 lines of text on a green leaf
 - \$150-\$499 receives 2 lines of text on a silver leaf
 - \$500+ receives 2 lines of text on a gold leaf
 - **Donor Wall** – Cash donations of \$500+ receive a nameplate engraved with the donor name or message and placed on the Donor Wall in the library lobby.
 - **Outdoor Patio** – Cash donations receive an engraved brick in the outdoor patio area off the Children's library.
 - \$100-\$249 receives 3 lines on a 4x8 brick
 - \$250+ receives 6 lines on an 8x8 brick
 - **Material Gifts** – Items may be acknowledged with a nameplate on the item
 - **Giving Tree** – The Giving Tree is located in the library lobby. Leaves are available to businesses or organizations that have contributed \$1,000+ in funding or services to the library
 - **Naming Rights** – Naming rights for specific parts of the library begin at \$2,000 and require approval of the Library Board.
- Donations and gifts should be viewed as an addition or supplement to, not a reduction of the operating budget of the library.
- Donations and gifts should be complete and may be refused if expenditure of library funds, in the form of special staffing or maintenance, is necessary to make the gift item usable.
- Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis.
- Some donations and gifts may be referred to the Friends of the Germantown Community Library, a non-profit 501 (c) (3) organization.

ADOPTED: 9/25/02

REVISED AND ADOPTED: 5/26/21; 8/28/24