

Gifts and Donation Policy

The Ledyard Public Libraries gratefully accept all gifts, donations, endowments and bequests which are appropriate to its mission. The Ledyard Library Commission has adopted the following guidelines regarding appropriate gifts.

Guidelines for Acceptance of Gifts

1. Gifts will be evaluated by the Library Director for their suitability for inclusion in the permanent collection or if they might serve the library in some other manner.
2. Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials or artwork must be submitted in writing and approved by the Library Commission. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library.
3. The donor is responsible for obtaining their own appraisal of the gift.
4. The Library Director can, upon request, prepare a gift agreement outlining the terms of the gift.

Types of Gifts

1. Books and other materials

- a. The library welcomes gifts of books and other materials.
- b. The library is not able to return donated items; nor can the library accept any item unless it is an outright gift.
- c. Items will be added to the collection in accordance with the selection policy of the library. Materials will be reviewed using the same criteria as materials that are purchased.
- d. Materials accepted become the sole property of the Ledyard Libraries and will be utilized at the discretion of the Library Director, including addition to the collection, withdrawal from the collection, sale or disposal.
- e. Those materials that are added to the collection will be classified and shelved according to standard procedures.
- f. Materials not needed, but in good condition and still of value, may be offered to another organization or given to the Friends of the Ledyard Libraries for its book sales.

2. Monetary gifts

- a. As a general rule, monetary gifts under \$250 will be deposited in the Library Commission Fund. Monetary gifts of \$250 and over will be held by the Bill Library Association in a separate account and used for areas of highest need at Bill or Gales Ferry Library as determined by the Library Commission in consultation with the Library Director.
- b. Stocks, bonds, mutual funds and insurance policies will be accepted at the discretion of the Library Commission.
- c. The library can be included in your will and estate plan. The Library Director can provide sample bequest language upon request.

3. Other Gifts

- a. Personal property, art objects, including wall art, antiques and collectibles, may be accepted at the discretion of the Library Director, with the approval of the Library Commission, with the understanding that they may be sold, given away or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift and in accordance with the relevant policies related thereto.
- b. Real property can only be accepted with the consent of the majority of the Library Commission.

Possible Designations

1. **Memorial/honor books:** The library gratefully accepts funds to purchase a book or books to honor or remember a friend or family member. Books will be chosen in the areas of interest indicated on the form. Books and other materials purchased from gift and memorial funds are marked with appropriate book plates.
2. **General use:** This fund will be used as needed for Bill or Gales Ferry Library, determined by the Library Commission in consultation with the Library Director.
3. **Building Fund:** This fund was established to offset the cost of an addition to Bill Library. We continue to accept gifts to this fund and will hold them until such time as an addition goes forward.
4. **Endowment:** This is a long-term investment fund which is managed by the Community Foundation of Eastern Connecticut. The Ledyard Libraries receive an annual income from the fund which can be used as needed. The Library Director can provide you with the necessary information for donating to the endowment.

Approved by Ledyard Library Commission
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