

## **RACINE PUBLIC LIBRARY**

### **Gift and Donor Recognition Policy**

The Library Director is authorized to accept, on behalf of the board, all gifts that do not contain conditions which, in his/her judgment, are unacceptable to the Racine Public Library.

The Library Director may further delegate to appropriate staff members the authority to accept memorial donations to the Racine Public Library.

Gifts through bequests and other larger donations should be directed to the Racine Public Library Foundation.

#### **Gifts**

The Racine Public Library values its donors. It gratefully accepts monetary gifts and donations of library materials in good condition.

The purpose of a formal recognition program is to thank donors, to encourage others to give, and to build healthy long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable.

All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Library Board of Trustees or its designee in accordance with this policy and/or the Collection Development Policy.

The Library makes every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board of Trustees or its designee.

Once a gift is accepted by the Library, it becomes the property of the Library, to be used or disposed of in accordance with the policies established by the Board of Trustees. Gifts of personal property or gifts-in-kind may be accepted based upon their marketability and/or their potential use for the Library's stated purposes.

Gift materials, books, CDs, DVDs, etc. will be evaluated by the same materials selection standards that apply to purchased materials.

When appropriate, the Library may add gift items to its collections; however, gifts of books, magazines, media, etc. will be accepted with the understanding that the Library

reserves the right to add them to its collection, distribute them to other organizations, sell or discard them. Gift materials not added to a collection may be sold by the Friends of the Library at their book sales.

Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the Board of Trustees depending on the item or offer.

A receipt will be provided at the donor's request. The Library will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor. Current IRS regulations require that the receipt of gifts valued at \$250 or more be accompanied by a written statement from the library confirming the donation and describing the benefits, or lack thereof, received by the donor. The valuation of gifts of tangible personal property and gifts-in-kind for the donor's tax purposes shall be the responsibility of the donor and not of the Library or any volunteer representing the Library.

The Library shall maintain donor confidentiality when requested by donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

Prospective donors shall be encouraged in correspondence, printed brochures, and conversations to seek their own legal or tax counsel. The donor shall also be informed that all legal interpretations, advice, and tax deductions shall be based on information obtained from the donor's own counsel. Neither the staff nor any representative of the Library shall provide legal or tax advice to a prospective donor, unless specifically authorized to do so by the Board of Trustees.

### **Donor Rights, Recognition and Benefits**

Donors will be recognized in an appropriate manner. Recognition and benefits may include, but not be limited to, recognition in Library publications, special plaques, paving stones, assignment of named gift opportunities, and donor recognition events. When a donor makes a pledge commitment to a particular campaign, the Library will work with the donor to finalize the specific recognition for the gift.

The Library reserves the right to name or re-name designated facilities, resources or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Board of Trustees determines that continued association does not support the mission or image of the Library.

The Racine Public Library adheres to the following rights listed in the "Donor Bill of Rights" developed by the American Association of Fund Raising Council (AAFRC),

Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the National Society of Fund Raising Executives (NSFRE):

*Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:*

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

### **Contact Us**

If you would like to make a tax-deductible gift to the Racine Public Library or have any questions, please contact the Business Office at 262-636-9170.

*Approved by the Library Board 12/19/96. Revised July 16, 1998, amended January 15, 2015; reviewed January 18, 2018.*