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## **GIFTS AND DONATIONS POLICY**

Adopted: 10/16/17

The Bloomfield Public Library strives to remain at the heart of this community. We appreciate the generosity of those who wish to donate to the Library, regardless of the form of the donation.

The Library's small physical size and limited financial means impose restrictions on our ability to administer donations that would, if accepted, be subject to restrictions or conditions.

The purpose of this policy is to encourage community generosity while avoiding misunderstandings and costly administration.

Accordingly, except as specifically otherwise authorized by the Library's Board of Trustees, the following policies shall apply to every gift or proposed gift:

- 1) Every proposed gift shall be subject to acceptance by the Library in its sole discretion.
- 2) Every accepted gift shall become the sole property of the Library, to be used or disposed of by the Library in its sole discretion.
- 3) The Library will not provide appraisals of any gift or proposed gift.
- 4) Other than indoor plants, the Library will not accept any proposed gift that is alive - e.g. outdoor plants, trees, animals, or other flora or fauna.
- 5) At its discretion, the Library may not accept a proposed gift that comes with conditions, restrictions, or other "strings attached", except in the case of memorial gifts as set forth below.
- 6) If a proposed gift consists of a book or other item, or funds to buy a book or other item, a bookplate or similar marking may be placed on the item(s).
- 7) If a proposed monetary gift is for \$1000 or more, the donor's name or the person to be memorialized may be inscribed on the plaque in the front hall.
- 8) All communications regarding gifts or proposed gifts must go through the Library Director.