



## GIFTS AND DONATIONS POLICY

Adopted: 12/12/2022

Reviewed: 01/26/2026

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Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

### **Purpose and Authority**

The Bloomfield Public Library welcomes gifts and donations that support its mission, charter, and long range plan of service. The Library Board of Trustees is authorized under New York State Education Law §226(6) to receive, hold, and manage gifts, grants, devises, and bequests for library purposes.

The purpose of this policy is to encourage generosity while ensuring that all gifts are managed in a manner consistent with fiduciary responsibilities, legal requirements, and the Library's operational capacity.

### **General Principles**

- Acceptance of gifts must serve the public interest and not create undue financial, legal, or administrative burden.
- The Library will not accept gifts that conflict with its mission, policies, or governing documents.
- All gifts are subject to review and acceptance by the Board of Trustees or its designee.

### **Gift Acceptance**

1. All proposed gifts are subject to acceptance by the Library at its discretion. Final authority rests with the Board of Trustees.
2. Upon acceptance, gifts become the property of the Library and may be used, displayed, sold, exchanged, or disposed of at the Library's discretion, unless restricted by formal Board action.

3. The Library may decline gifts that impose conditions, restrictions, naming rights, or ongoing obligations that the Library cannot reasonably fulfill.
4. Restricted gifts may be accepted only by formal vote of the Board of Trustees after review of the proposed restrictions.

## **Types of Gifts**

### **Monetary Gifts**

- Monetary gifts may be unrestricted or restricted, subject to Board approval.
- Donated funds will be deposited and reported in accordance with New York State accounting and reporting requirements.
- Investment of donated funds will comply with General Municipal Law §11, unless the gift is held as a true trust.

### **Books and Physical Materials**

- Gifts of books and other materials are accepted with the understanding that they will be evaluated using the same criteria as purchased materials.
- The Library reserves the right to add, sell, donate, or discard gifted materials.
- A bookplate or similar recognition may be placed at the Library's discretion.

### **Memorial and Honor Gifts**

- Memorial or honor gifts may be accepted when consistent with Library needs and policies.
- Recognition methods, including bookplates or plaques, are determined by the Library.
- Plaque recognition for gifts of \$1,000 or more is subject to Board approval and available space.

### **Living Items**

- The Library will not accept living gifts, including plants, trees, animals, or other flora or fauna, except for indoor plants approved by the Library Director.

## **Real Property**

- Gifts of land or buildings will be accepted only after Board review, consultation with legal counsel, confirmation of clear title, zoning compliance, and verification that no environmental hazards exist.

## **Archival and Special Collections**

- Donations of archival, manuscript, photographic, or digital materials require a signed Deed of Gift.
- The Deed of Gift must clearly state whether copyright and intellectual property rights are transferred to the Library.

## **Appraisals and Tax Matters**

- The Library does not provide appraisals or tax advice.
- Donors are responsible for obtaining independent appraisals for non cash gifts when required for tax purposes.

## **Fundraising and Related Organizations**

- Public funds and publicly funded staff time will not be used for Board led fundraising activities.
- Fundraising may be conducted by a separate Friends of the Library group or foundation.
- Funds raised by such organizations must not be co mingled with Library operating funds.
- A written agreement or memorandum of understanding is recommended to define roles and responsibilities.

## **Administration and Acknowledgment**

- All communications regarding gifts must be coordinated through the Library Director.

- The Library will acknowledge gifts in a manner consistent with donor intent and Library practice.

### **Conflicts of Interest**

- Acceptance of gifts is subject to the Library's Conflict of Interest Policy.
- Trustees, officers, and their immediate family members may not receive personal benefit from Library gift transactions.