

## Gifts and Donations Policy

In order to encourage private support for the Greenwich Free Library while ensuring that all gifts, donations, endowments, or bequests are appropriate to its mission, the Board of Trustees of the Greenwich Free Library has adopted these guidelines:

- All gifts, donations, endowments, or bequests must be accepted by the Board of Trustees or the Library Director.
- Monetary gifts over \$5,000, endowments, or bequests must be accepted by the Board of Trustees.
- The Library Director is authorized to accept all monetary gifts under \$5,000, books, periodicals, audiovisual materials, artwork or other materials.
- All unrestricted gifts, donations, endowments, or bequests whether donations of monies, books, periodicals, audiovisual materials, art work or other materials will be used at the discretion of the Board, including addition to the collection, withdrawal from the collection, sale or disposal. Gift materials will be judged by the same materials selection standards that apply to purchased materials.
- All donor restrictions on gifts, donations, endowments, or bequests whether monies, books, periodicals, audiovisual materials, art work, or other materials must be submitted in writing and approved by the Board before the gift can be accepted and used for its specified purpose.
- The Library will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.
- Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community.

*Approved December 18, 2019*