

Donation Policy

Approved 2/11/19 by ECRL Board of Directors

East Central Regional Library (ECRL) acknowledges the value of gifts and donations that support ECRL's mission, future growth and development. In recognition of this, ECRL welcomes gifts of cash, securities, library materials, furnishings or real property. These gifts help enrich and improve ECRL's locations, services, and resources. Special gifts and bequests do not take the place of public support, but enable ECRL to provide and enhance services and collections in ways not financially possible within the operating budget. Donations and other forms of support that are consistent with the organization's mission will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.

All donations become the sole property of the library. All gifts may be used, sold, donated, or disposed of in the best interest of ECRL. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. ECRL cannot guarantee the permanence of any gift and may decline gifts with requirements or stipulations contrary to the best interests and mission of the organization.

ECRL cannot and will not assess the value of any gifts for tax purposes but will provide a receipt or acknowledgement.

In the course of its regular fundraising activities, ECRL will accept donations of money, real property, personal property, stock and in-kind services. Certain types of gifts must be reviewed by the Executive Director and/or the Board of Directors prior to acceptance due to the special liabilities they may impose for the organization. Examples of gifts which will be subject to review include gifts of real property, personal property or securities.

Gifts of Materials

Accepting gifts and donations of materials is an important way for the public library to benefit from the generosity of the community it serves. The [ECRL Collection Development Policy](#) governs how the library handles gifts of materials.

Real estate or other personal property: ECRL will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Executive Director, who in consultation with the Board of Directors will determine the suitability of the gift and the terms of acceptance. Terms of acceptance must be compatible with the Library's mission and policies, the donor's intent, and applicable laws.

Art & decorative objects or furnishings: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. Due to ECRL branches' limited display and storage areas and focus on our primary mission as a library and not a museum, potential donors of art & decorative objects are requested to discuss any possible gifts with the Branch Librarian and Executive Director or his/her designee. ECRL will refuse donations that are not in compliance with copyright law.

Monetary Gifts

Ownership of all gifts directed to ECRL vests in ECRL, whether said gifts are for the benefit of ECRL generally or for some specific purpose in it. Funds designated in writing by the donor for a specific purpose or branch will be encumbered on behalf of that purpose or branch in a special account at ECRL. Undesignated gifts shall be used for such purposes as ECRL administration deems will best serve the organization's mission and priorities. ECRL will make every attempt to honor the donor's request; however, ECRL will act in the best interest of the organization.

ECRL may accept monetary or other gifts designated for new or improved library capital building campaigns, if authorized by the ECRL Board of Directors. Such gifts will remain under the fiduciary control of ECRL and will be used in consultation with the local entity that owns the building.

Acknowledgements

Monetary gifts shall be acknowledged by a personal note to the donor from the Executive Director or an appropriate representative of the library. If requested, in instances where the gift is in honor or memory of a third party or individual, a letter may be sent to the honoree or to their family to let them know about the tribute. A letter of acknowledgement goes to the donor as well.

Significant donations (valued at \$10,000 or more) may be acknowledged with donor plaques or similar permanent recognition. It shall be the final decision of Executive Director as to whether recognition will be affixed to or near an item, or whether the donation will be recognized in some other location or fashion. A record of such donations will be kept at ECRL's administrative offices.