

SECTION: PS 1 ADMINISTRATIVE  
SUBSECTION: PS 1.9 GIFTS, DONATIONS, SPONSORSHIPS AND NAMING RIGHTS  
POLICY: PS 1.92 GIFTS  
REVISIONS: 10/2014

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**Monetary Gifts, Donations or Contributions**

Monetary gifts, donations or contributions given for use at the Library’s discretion (“unrestricted gifts, donations or contributions”) may be accepted by the Library Director.

Monetary gifts given for the purchase of Library materials as an honorarium or memorial may be accepted by the Library Director. The Library Director or a designated staff member will work with donors in selection and processing of such purchases. A *Gift of Materials to the Ashtabula County District Library Form* will be completed for each such gift. Books and audio-visual items purchased with your gift can be commemorated with a special bookplate acknowledging your generosity. The Library will send the honoree(s) a formal announcement of your donation. Gifts to the Library are tax deductible. Please make checks payable to the Ashtabula County District Library.

Monetary gifts, donations or contributions given for the sponsorship of Library programs may be accepted by the Board according to the Library’s Sponsorship Policy set forth PS 1.94.

Monetary gifts, donations or contributions given in exchange for naming rights or name recognitions may be accepted by the Board according to the Library’s Naming Rights Policy set forth in Section PS 1.95.

Monetary gifts received from a will or bequest may be accepted by the Board and used as directed by the donor, subject to Library policies. If received without restrictions, the funds may be used as approved by the Board. The Board will consider whether separate bank accounts and budget lines will be created to monitor the funds.

Monetary gifts, donations or contributions (other than those associated with sponsorships) of \$500 or more will be recognized on the Library’s Donor Recognition Wall or other appropriate structure determined by the Board. The categories of giving acknowledged are:

Poetry	\$500 - \$2,500
Novel	\$2,501 - \$5,000
Best Seller	\$5,001 - \$7,500
Classic	\$7,501 - \$10,000
Rare Edition	\$10,001 and up

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**Gifts, Donations or Contributions of Books and Other Library Resources**

The Library Director is authorized to act for the Board in accepting or declining offers of gifts in the form of books, audiovisual items, recordings and other Library materials or resources. A *Gift of Materials to the Ashtabula County District Library Form* will be completed for each such gift.

The Library Director, in accordance with existing Library policies and guidelines, may exercise discretion concerning which materials shall be retained for the Library’s own collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value itself, may be: (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated—interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition—which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. In general, materials of local history or books written by local authors may be added regardless of quality. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Ashtabula County District Library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the librarian deems best. The library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

**Gifts, Donations or Contributions of Fine Art**

Gifts of furniture, paintings, statuary, fountains and other articles may be accepted by the Board with advice and counsel from the Library Director. Any conditions attached to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Board. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for further negotiation with the donor or for rejection of the gift.

**Gifts, Donations or Contributions of Securities**

Marketable securities received by the Library as gifts may be accepted by the Board. Such securities will be sold or held at the discretion of the Board, and the net proceeds used as directed by the donor, subject to Library policies, or if received without restrictions, may be used as approved by the Board. Gifts, donations or contributions offered to the Library consisting of securities which are not readily marketable will be submitted to the Board for a decision as to acceptability.

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**Valuation of Non-Monetary Gifts, Donations or Contributions**

While the deemed value of non-monetary gifts, donations or contributions may be a factor for consideration, neither the Library staff nor the Board will issue a written or verbal statement of monetary value to the donor. The Library Director, or a designated staff member, may provide, on request, a letter of acknowledgment to a donor describing the gift and its apparent condition.

**Use of Gifts, Donations or Contributions**

All gifts, donations or contributions are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a gift, donation or contribution. Restricted gifts, donations or contributions can be accepted only with the specific approval of the Board. Gifts, donations or contributions will be accepted only if, in the opinion of the Library Director and the Board, they are in the best interest of the Library.

**Recognition of Gifts**

All gifts, donations or contributions are recognized with an acknowledgment letter. Commemorative book(s) and audio-visual items receive a bookplate listing the donor and the honoree and an acknowledgment letter will be sent to the person(s) or family of the person being honored.

*A gift to the Ashtabula County District Library Public Library is  
one that will be enjoyed by the community for years to come.*

Thank you for your gift.