

## **GIFT AND DONATION POLICY**

### **To Comply with State of Michigan Act 136 of 1921**

The Bridgman Public Library (BPL) is grateful for the many gifts and contributions it receives and believes that private giving plays an important role in extending and enriching the services of the Library to better serve the community. Donations to the library may qualify for a charitable deduction. However, the responsibility and cost for such assessment lies with the donor and the Library recommends that donors consult a tax professional with their questions.

### **MATERIAL DONATIONS**

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy. Donated materials are subject to the same criteria applied to other materials with regard to addition or deletion from the collection. Donated materials added to the collection shall become part of the Library's circulating collection and will be available to all library patrons. The Library reserves the right to dispose of any gift without notification to the donor, if, in the judgment of the Library Director, such item no longer serves the purposes of the Library. The Library will not automatically replace lost or damaged items. The Library reserves the right to distribute, donate, sell or discard donated materials which do not comply with the Collection Development Policy. The Library is unable to appraise or estimate the value of gift donations. Those making material donations may choose to receive a receipt for their material donations.  
(See Donation Receipt)

### **MONETARY DONATIONS**

BPL accepts monetary donations given In Memory Of, In Honor Of or general donations. All monetary donations are deposited into the Library General Fund. Requests are considered but the Library determines the final use.

### **TRIBUTE BOOKS**

Monetary donations made for the purchase of books to be added to the collection are accepted by the Library. Individuals may select from a list of items that have been pre-approved by the Library. Each book will have a designated cost with a bookplate recognizing the donor (or In Honor Of / In Memory Of) placed in each book. Acknowledgement of all Tribute Books will be sent to the donor and to the family of the person for whom the book is given.

### **RESTRICTED MONETARY DONATIONS**

Restricted monetary donations will be accepted on condition that the specific use requested is approved by the Library Director and/or Joint Board of Directors: donations greater than \$500 must be reviewed and approved by the Library Board. Donations with restrictions must be consistent with the mission, goals and objectives of the Library. Monetary donations received

from a will or trust will be used as directed by the donor, subject to library policies and Board approval, or if received without conditions, may be used as approved by the Board. The “Bridgman Public Library” name is permanent and any donation given with the restriction to change the name of the Library will be refused.

#### **BERRIEN COMMUNITY FOUNDATION**

BPL established an endowment fund at the Berrien Community Foundation, known as the Bridgman Public Library Endowment Fund. This Fund was established to act as a depository for gifts, conveyances and other transfers intended to assist BPL in achieving its purpose. This purpose is to provide materials and services which will furnish opportunities for educational, information and inspirational enrichment to all the people of the communities served by the Library. Donors may contribute directly to the fund. Information about BCF may be found at [www.BerrienCommunity.org](http://www.BerrienCommunity.org).

Approved: January 22, 2013

Policy Notes: