

## DANBURY PUBLIC LIBRARY GIFTS POLICY

According to Connecticut General Statutes 11-33, the trustees of the Danbury Library may receive gifts, and the title of such donation is vested in the Board of Trustees to be held and controlled according to the terms of the gift of such property; and such Board shall be special trustees thereof. Therefore, the Danbury Library may accept any bequest or gift of money or property according to the following guidelines:

1. To be accepted a gift must, in the opinion of the Library Director, have a purpose consistent with those of the library, not add significantly to the staff work load, or bring undesirable costs to the library.
2. Gifts donated with restrictions will not be accepted unless they have been approved by the Library Director and Library Board.
3. Monetary gifts will be directed to the Danbury Library for operations, library materials, equipment, other capital expenses, or to designated funds. All gifts of money or property valued over \$1,000 must be approved by Danbury City Council.
4. Gifts of materials will be evaluated by appropriate members of the library staff according to criteria in the library's Materials Selection Policy. The library reserves the right to add them to its collection or distribute, donate, sell or discard them. The library also reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use and maintenance. The value of the item(s) given is to be determined by the donor.
5. Gifts of personal property, art objects, portraits, antiques and museum objects must be approved by the Library Board. Because the library is not a museum and has limited display space, gifts of items for permanent display or preservation are normally not accepted. However, the library can accept such items when all of the following criteria are met:
  - A. The item is specifically and clearly related to the library or Danbury history, or otherwise has a purpose consistent with those of the library.
  - B. There is adequate and appropriate space to display and/or house the item.
  - C. The item can receive proper care and attention.
  - D. The donor and the Library Director execute a gift agreement which provides for disposition and use of the gift.
6. Gifts of equipment will be evaluated by appropriate library staff members, who will make recommendations to the Library Director for approval. All gifts must meet city government standards and have a purpose consistent with those of the library.
7. Gifts of real estate must be approved by the Library Board and Danbury City Council.

8. Gifts will be acknowledged and recognized in an appropriate way. Library bookplates will be placed in library materials purchased with gift funds or donated to the library, format permitting. Programs and services made possible by gift funds will include recognition of such benefactors in the supporting literature. Recognition of gifts may also be made through the library's newsletters and/or website, an announcement in the local newspaper, or the addition of a plaque on or near the gift.
9. The library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the library's administration, such item no longer serves the purposes of the library. The library will not automatically replace worn out or lost gift items.
10. Because the Danbury Library is a governmental department of the City of Danbury, all gifts are tax deductible to the full extent of the income tax laws. If the donor requires an appraisal of the gift for tax purposes, the donor shall arrange for that appraisal and will be responsible for any appraisal fee.

Approved by the Board of Directors 11/10/11