

## **POLICY ON GIFTS, MEMORIALS, AND DONATIONS**

The Library District follows the precepts of the Council of the American Library Association policy recommendations regarding gifts and bequests to the Library District. The Library has been favored by public-spirited citizens as a beneficiary of gifts because it is a democratic, educational institution carrying on from generation to generation a great, publicly supported, humanitarian service to the entire community. Although the American Library Association believes and declares that the community served is primarily responsible for the financial support of its public library, it further believes that private philanthropy and private initiative still have important roles to play in the building of library resources, and in extending, enriching, and improving the services of the library.

The Association, therefore, believes that gifts and bequests to libraries should be encouraged and recommends that any program for gifts and bequests should be formulated carefully and with long-term goals, which should be kept constantly in the public mind. Memorials in the form of funds for library purposes have a strong appeal to many people because they present the opportunity to carry on the life interest of an individual or a group and can continue a beneficent service through the years.

The Association also encourages the development of Endowment or Trust Funds which presents a field for constructive work on the part of the Library Board of Trustees that the possibilities and opportunities presented by such funds be called to the attention of their constituencies. The Association's belief is that one way to broaden the base of giving to libraries is to interest people in writing bequests into their wills that are determined to be endowed funds and it is recommended that libraries let it be known that a modest bequest may be made with just as much sincerity and dignity as a large one and that it is just as acceptable to the library. Through the vehicle of an Endowed Fund, the benefit of many bequests combined and subsequently invested will convey to the Library for many years.

The Association urges that in considering any gift or bequest, the donor be asked to consult the library administration in order to make the benefaction of the greatest possible use both for the present and for the future, and that the donor be asked to protect the gift legally in such a way that changed conditions in future years may be met without impairing the usefulness and general purpose of the gift.

To the above ends, the Library Board of Trustees have authorized the Library Director to accept or reject or to recommend to the Board acceptance or rejection of any proposed gifts to the District. The District retains the right to make the most advantageous use of anything it accepts as a gift. Gifts of cash, securities, real property and bequests that support the mission of the Library District will be handled by the Library Director and, if needed, the Library Board of Trustees, with terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

Gifts of books and other materials are accepted but without any commitments as to final disposition and with the understanding that they are not necessarily to be added to the collection. The same criteria used for the selection of all other materials will be used in evaluating gift materials. The Library Director and materials selectors hold the responsibility for deciding which gift books to add to the collection.

The Library District actively encourages cash donations as memorials and as tributes to living individuals. The donor may make a specific request for use of the contribution in materials acquired for the collections or may leave the selection to the discretion of the Library Director or their designee.

A Donor Wall has been established to recognize those who have made significant donations of time, talent or money directly to the Library or to the Friends of the Beaumont Library. Nameplates may be added to those currently displayed within the following guidelines for such an honor. The names of people making donations to the Library will not be released without their consent. The Library will ensure that to the degree that the donor is willing, public recognition will include a letter of acknowledgment for gifts of money and in-kind support. Additional public recognition or acknowledgement will be stipulated in the letter.

Donations of \$1000.00 or more in cash or goods will be recognized with a nameplate and a selection of materials in the subject matter of the donor's choice purchased with the equivalent of at least 25% of their donation. A gift plate will be attached to each item purchased showing their name. The remainder of the donation or 100% of the donation may be directed to the Endowment Fund as the donor prefers.

Donations of \$500.00 to \$999.99 will be recognized with a nameplate on the donor wall and purchases equivalent to at least 10% of their gift in the subject matter of their choice. A gift plate will be attached to each item purchased showing their name. The remainder of the donation or 100% of the donation may be directed to the Endowment Fund as the donor prefers.

Donations under \$500.00 will usually be directly used for purchases of materials in the donor's subject interest and donors will be recognized with a gift plate on the item.

The Beaumont Library District recognizes that a member of the public, community business or organization may want the opportunity to make a lasting gift, giving their name or a loved one's name a permanent place in the Library.

The Beaumont Library District Board of Trustees shall evaluate proposals for naming and name recognition for those persons, organizations or businesses that have had a positive impact on the Library through philanthropic contributions or through exceptional achievement in service or through their work. All naming and signage will be approved by the Board of Trustees.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to reject naming proposals. The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances. Naming opportunities fall under a variety of options:

Portable Items or Tribute Markers:

Examples are equipment and furniture. Recognition will be provided in an appropriate manner. Signage for named items shall be prominent and readily identifiable. Examples for such markers may be elements of landscaping, furniture, benches, sculpture, computer equipment and other such items which are approved by the Board of Trustees.

Inside Spaces:

Examples are reading rooms, study rooms, conference rooms, and meeting rooms. All references to the named area in promotional materials, directional signage, and library documents shall include the name of the individual, family or corporation.

Outside Spaces:

Examples are buildings segments, courtyards, gardens, etc. Plaques or other markers will be placed in a prominent place on trees, benches, sculptures, and other related items.

At its discretion the Library Board may recommend that an honoree's name be removed from a facility or portion thereof for cause. During their tenure, members of the staff and the Board of Trustees are not eligible for a naming of Inside or Outside Spaces.

Adopted by Board of Trustees - 9/30/14  
Revised - 3/31/16  
Reviewed – 2/29/24