

**Fleetwood Area Public Library**

**Gift Agreement Form**

**For the [\_\_\_\_\_] Fund**

In support of the efforts being made by the Trustees of the Fleetwood Area Public Library to obtain funds for its mission, the undersigned intends to establish by a gift of \$ [\_\_\_\_\_] [payable over years, \_\_\_\_\_] an endowed fund to be known as the [\_\_\_\_\_] Fund.

It is the donor's preference, but not a requirement, that the income from this endowment be used [\_\_\_\_\_]

If, as a result of changed conditions in the future, all of the income from this Fund shall not be needed for the purpose set forth above, then The Board of Trustees of Fleetwood Area Public Library are authorized to use the income for such other purposes as nearly as possible akin to the original purpose as in their judgment will help advance the intentions of Fleetwood Area Public Library.

The Board of Trustees of Fleetwood Area Public Library are hereby authorized to commingle this gift, and additions thereto, with the general investment funds of the Fleetwood Area Public Library, provided only that this fund be credited with its pro rata share of net investment income in the same manner as the other pooled funds are credited with income.

The Board of Trustees of Fleetwood Area Public Library acknowledge this gift and the terms stated above by the signature of their duly authorized representative on duplicate copies of this Agreement.

Acknowledgement by Board of Trustees of Fleetwood Area Public Library:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Donor: \_\_\_\_\_

Date: \_\_\_\_\_

## **Fleetwood Area Public Library**

### **Gift Policy**

Fleetwood Area Public Library recognizes the significance of gifts and donations to the Library's operations and its future growth. The Library welcomes gifts of money, property and materials under the following conditions:

- A completed Gift Agreement Form must be submitted to the Library Director for donations valued in excess of \$1,000. The Board of Trustees must then approve the donation at their next meeting.
- Gifts of library materials (books, magazines, DVDs, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, donate, sell, or discard them.
- Any restrictions on gifts, whether donations of funds, library materials, etc. must be submitted in writing using the Gift Agreement Form to the Library Director. The Board of Trustees must then approve the restricted gift. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the mission of the Fleetwood Area Public Library.
- Unrestricted monetary gifts will be used at the discretion of the Board of Trustees in accordance with the Library's Collection Development Policy and this Gift Policy.
- Responsibility for appraisal/estimation of gift donations lies with the donor. The Board of Trustees will not assess a value for non-monetary gifts for any purpose; any letter of acknowledgement will not contain a value.
- The decision as to acceptance of gifts of exterior ornamentation, sculpture, and signage shall be made by the Board of Trustees. The appropriateness of the offered gifts to the Library will be the primary criterion for acceptance of the gifts.
- Staff and Trustees shall not accept gifts of any kind from the public or vendors with the exception of small items such as plants, candy, or cookies. Any other gift must be refused or returned to the sender by the Library Director, along with a copy of this policy.