



Gift Policy

The 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 approve the donation at the next scheduled 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 monetary gifts of any kind from the public or vendors with the exception of small items such as plants, candy, or other food items. Any other gift must be refused or returned to the sender by the Library Director, along with a copy of this policy.

Revised by the Board of Trustees on August 20, 2019, February 21, 2023



Gift Agreement Form

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| Donor Name: | |
| Donor Address: | |
| Phone # | |
| Email: | |
| Description of Material or amount of money donated: | |
| Estimated Value if applicable (provided by donor) | |

This Gift Agreement transfers legal title of the gift to the Fleetwood Area Public Library

Unrestricted Gift (please initial)_____ OR Restricted Gift (please initial)_____

Please describe restrictions to your donation below:

I have read the gift policy of the Fleetwood Area Public Library and agree that they are acceptable.

Donor signature Date

Library Director Signature Date

For restricted gifts only:

President of Library Board Signature Date

Treasurer of Library Board Signature Date



DRIVING FLEETWOOD FORWARD.

Gift for Library Material Purchase

I/we would like to contribute \$ _____ for an item to be placed in the library collection. I am aware that the final decision of specific titles added to the library collection is up to the discretion of the Library Director and will follow the Collection Development Policy guidelines.

If you would like us to place a donation acknowledgment on the library material please indicate below how we should inscribe it:

As a memorial Or in honor of (circle one)

On the occasion of:

Please describe the subject matter or specific type of material you wish your donation to be used for:

The library will notify the following that this donation has been added to the collection. In the space provided, please indicate to whom we should notify.

Name of person to be notified

Address of person to be notified

Donor information

Name of donor

Address of donor