

Millville Public Library

Gift Policy

Gifts and/or bequests of money, library materials, works of art and/or property to the Millville Public Library are welcomed and appreciated provided they serve to support its mission. Gifts of money and library materials may be accepted by the Director at his or her discretion and shall be reported to the Board of Trustees. All gifts are tax deductible as the Library is a 501c3 organization.

All gifts received shall be subject to the policies of the Millville Public Library and shall be used or disposed of at the discretion of the Director and the Board of Trustees utilizing the library's standard operating procedure and criteria. Gifts made to memorialize an individual, organization or events may be accepted after consultation with the Director, however, no gift shall be accepted where the donor requires any other restriction or limitation as to its use and disposal.

Gifts or works of art and/or property other than library materials may be accepted only after review and approval by the Board of Trustees. Such gifts will only be accepted when they serve to support the mission of the Library and are given free of any restriction or limitation as to their use and disposal. Donors shall be required to agree in writing to this requirement.

All gifts shall be acknowledged in writing. The acknowledgment of monetary gifts shall include the value of the gift. However, the Library shall not appraise other gifts for tax purposes, but shall identify and/or describe the gift in acknowledgment.

Funds raised for capital campaigns or special projects may be exempted from this policy. These decisions may be made on a case by case basis.

Adopted 10/11/2011

March 19, 2014