

Somers Public Library

Gifts and Donations Policy



November 14, 2023

The Somers Public Library recognizes the potential value that gifts can add to the Library's collection. Gifts to the Library can be in the form of materials or monetary donations.

Material Donations:

Materials Intended for the Friends of the Library (FOL) Book Sale:

Donors may leave books and other materials (DVDs, puzzles, audiobooks, etc.) in the small room off the lobby of the library. Funds derived from these sales are used to support the library through programming, new materials purchasing, and other monetary ways that benefit the library and its patrons.

- Items determined not to be acceptable for sale, may be given to other organizations or otherwise disposed of as the FOL deems appropriate.
- Occasionally, staff members may select items from these donations to add to the library's collection for patron use.
- Donated items will not be returned to the donor and the library and FOL will not accept any item that is not an outright gift.
- Please limit donations to one or two boxes at a time due to space constraints.
- We are unable to accept the following items:
 - Textbooks
 - Encyclopedias
 - Magazines or pamphlets
 - Condensed books (Reader's Digest)
 - Materials in poor condition (mildewed, missing pieces, yellowed, etc.)
 - Materials that are too old to have value

Materials Intended for Addition to the Library's Borrowing Collection:

Donors may leave books and other materials with a staff member at the Circulation Desk.

- These items will then be given to the appropriate staff member who makes collection development decisions based on the type of materials that they are.
- Items will be added to the collection only if they meet the same standards as purchased materials outlined in the Collection Development Policy.
- Materials that don't meet these standards may be sold at the FOL Book Sale, given to other organizations, or otherwise disposed of as the library deems appropriate.
- Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.
- The library reserves the right to decide when a gift that was previously added to the collection, may be withdrawn.
- Donated items added to the collection will be available to **all** library patrons as any other material belonging to the library.

- If a patron would like a donated book to be added to the collection in memory or in honor of someone, and the book is accepted for this purpose, we will add a book plate with this information.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.

Monetary Donations:

The Somers Public Library Endowment:

A monetary gift may be given outright to the Library and placed in the Endowment Fund which is managed by the Library Board of Trustees. Donations to this fund are tax deductible. These donations can be used for a variety of purposes designated by the Board of Trustees or to satisfy special requests of donors if approved by the Board of Trustees in advance. Donations used to purchase materials for the library's collection will be done in accordance with the Collection Development policy. Recognition of these gifts can be made with bookplates or plaques upon donor request, or with such other recognition as the Board of Trustees deem appropriate. If requested, notification of memorial or honorary contributions will be sent to the family or the person being recognized.

The Friends of the Somers Public Library (FOL):

The FOL is a volunteer, non-profit organization which is able to receive monetary donations on behalf of the library. The FOL is a registered 501(c)(3) charitable organization and all donations to them are tax deductible. Gifts to this organization are subject to their policies and guidelines.

Other Donations:

The decision to accept any other donation (furnishings, equipment, etc.) shall be made by the Library Board of Trustees on the advice of the Library Director. The decision will be based on need, space, impact on staff time, and expense and frequency of maintenance.

Additional Information:

- The library cannot set fair market or appraisal values for donated items other than monetary donations. It is the donor's responsibility to establish value through other sources prior to donation. The library will provide acknowledgement of all gifts upon request, as required for tax purposes.
- Books donated by local authors and organizations who wish to have them added to the library's collection, must meet the criteria established in the Collection Development policy.

Adopted by the Library Board of Trustees 2/7/2005

Amended 5/7/2007; 11/14/2023