

Gifts

The Clarkston Independence District Library acknowledges the importance of private gifts and donations for the future development and growth of the Library.

Monetary:

Donors may make contributions directly to the library general operating fund or to any active, defined library fund approved by the Board of Trustees. No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts or has previously defined those conditions, such as naming opportunities.

Materials:

Gifts of materials may be added to the library collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection. The Library reserves the right to accept or discard, at its discretion, any unsolicited material sent to the Library.

Equipment/Furniture:

The decision on acceptance of equipment or furniture will be made by the Library Board of Trustees or by the Library Director. Decisions on acceptance of computer equipment will be based on criteria to include age of the equipment, compatibility with existing library equipment and networks, ability of library staff to assist public in use of the equipment and space to house the equipment for use by staff or public.

Tax deductions & Appraisals for Public Library Gifts:

The appraising of a gift to the Library for income tax purposes is responsibility of the donor. The Library will not appraise gifts but will acknowledge receipt of material on a standard receipt form stating the number of titles given only. For more information on tax deductions, contact your tax advisor or refer to the rules on: www.irs.ustreas.gov and www.michigan.gov/treasury

Gift Recognition:

In the case of monetary gift contributions, a letter will be sent to the donor, which will specify the amount of money donated and this letter will also serve as a receipt should the donor desire to use it for income tax purposes. If the donor wishes to remain anonymous, it is the responsibility of the donor to inform the Library Director or Board of Trustees of this desire. An inscribed book plate will be placed in books or other appropriate library materials donated or purchased with donated funds.

Library Board Approved 11.4.2013