



Donation Acceptance Policy

The Meriden Public Library, (the "Library") and the Friends of the Meriden Public Library, Inc (the "Friends") gratefully accept donations that support and further the mission, goals and objectives of the Library as established by Library's Board of Trustees and the mission, goals and objectives of the Friends as established by its Board of Directors.

Gifts to the library and to the Friends are separately governed and restricted as follows:

1. GIFTS TO THE LIBRARY:

Gifts in various forms (see below) to the Library are accepted from donors and can be in honor or in memory of a person or event if specified by the donor as such, pending approval of the Board of Trustees.

All gifts accepted by the Library become the property of City of Meriden, which has the prerogative to keep or dispose of the items. All decisions regarding directional and/or wayfaring signage with respect to the location of a donated item or items within the Library building is the prerogative of the Library staff or the Board of Trustees and may be revised at any time without notice.

The Library will send a receipt of the donation in writing to the donor and will use reasonable efforts to send the notice within one month after receiving the gift.

The Library cannot and does not appraise books, works of art or any other items, nor bear the cost of such an appraisal.

1. Gifts of Money

- a. The Library accepts gifts of money in any amount. Monetary donations to the Library must be approved of by the Meriden Library Board of Trustees.
- b. The Library encourages major donations of money and Library renovation donations to be made to the Friends.
- c. Acknowledgement of a sizable monetary donation may be made public in the local newspaper and/or at the library, unless otherwise requested by the donor.
- d. The donor may indicate how he/she wishes the money to be spent by the Library subject to the approval of the Library Board of Trustees.
- e. Honorary financial donations that support the mission of the Library have to be approved of by the Library Board of Trustees. Once the Library has processed the payment and collected any/all of the specifics associated with the honorary donation, Library staff will then proceed to make the purchases of the materials.
- f. Naming the Library as the recipient of a bequest or of on-going financial support as part of a trust or will is acceptable upon approval of the Library Board of Trustees
- g. The Library will encourage major bequests and renovation donations to be made to the Friends

2. Gifts of Books and Other Library Materials and Honorary Donations

- a. Owing to space restrictions, the Library cannot accept donations of used books and materials into its main collection. Donors who wish to provide used materials in order to provide financial support to the library by their sale are encouraged to make the donations directly to the Friends of the Meriden Library bookstore.
- b. Acknowledgement letters are not written for routine donations of used materials.
- c. Gift plates are customarily placed in or on new items donated and added to the Library collections or in items purchased by the Library with honorary monetary donations.
- d. With a gift of a significant collection, recognition may take the form of a plaque placed in the Library in addition to gift plates in the items. The Library reserves the right to determine when a plaque is appropriate or will be used.

3. Gifts of Memorabilia

- a. Most items in this category which are accepted by the Library will be those that have cultural or historical significance to the City of Meriden and must meet the approval of the Meriden Library Board of Trustees.
- b. The placement and display of an item is also the sole prerogative of the Library staff, however the wishes of the donor will be taken into account by the Library Director and the members of Board of Trustees.
- c. The Library will work with the donor who wishes to arrange for special recognition for the donor or an honoree to determine an appropriate form of this recognition on a case-by-case basis
- d. The Library will not accept items that cannot be properly cared for or secured by the Library within normal operations and procedures. No donations of memorabilia will be accepted if its placement in the library compromises the safety of library patrons or staff.

4. Gifts of Artwork

- a) The Library accepts gifts of art at the discretion of the Board of Trustees and, if highly valuable, and if required with the approval of City Council.
- b) The Library will not be financially responsible for maintaining any security features or insurance costs associated with the safety of the artwork unless approved of by the Board of Trustees. If expenses are involved with maintenance and display of the art, security, etc., the donor may be required to provide money or in-kind donations to support these activities as a condition of acceptance by the Library.
- c) The Library will not bear the costs of an appraisal without the approval of the Board of Trustees.
- d) The placement and display of an art item is the sole prerogative of the Board of Trustees. The wishes of the donor regarding the location of the art will be considered but shall not be determinative.
- e) The Library will not accept art that cannot be properly cared for or secured by the Library within its normal operations and procedures.
- f) At the request of the donor, a small plaque or metal plate, not exceeding 8" square in size, will be placed near the work of art to identify it and recognize the donor or an honoree. The decision concerning size, contents and placement of such a plaque or plate is the sole prerogative of the Director.
- g) It is the library's policy that artwork should not contain advertising information such as corporate agency logos and must not violate any State or Federal laws.

5. Gifts of Furniture and Equipment

- a) The Library accepts gifts of furniture and equipment at the discretion of the Director and/or the Meriden Library Board of Trustees.
- b) The placement and use of furniture and equipment is the sole prerogative of the Director.
- c) The Library will not accept furniture or equipment for use that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

6. Other

Donations not described above will be considered by the Library on a case-by case basis.

II GIFTS TO THE FRIENDS

1. Gifts of Money

- a) The Friends accept gifts of money in any amount. Monetary donations with any special conditions or requirements must be approved of by the Board of Directors of the Friends and when appropriate due to requirements by the Library must be approved of by the Meriden Library Board of Trustees.
- b) Donations of monies to the Friends will be acknowledged in writing by the Friends as follows:
 - (i) All memorial donations; and
 - (ii) Monetary donation of \$100.00 or more
- c) Gifts that are acknowledged will be done so in a timely manner.
- d) Acknowledgement of a sizable monetary donation may be made public in the local newspaper and/or at the library, unless otherwise requested by the donor.
- e) The donor may indicate how he/she wishes the money to be spent by the Friends subject to the approval of the Friends Board of Directors and if appropriate with the approval of the Library Board of Trustees.
- f) Naming the Friends as the recipient of a bequest or of on-going financial support as part of a trust or will is acceptable upon approval of the Friends Board of Directors and when appropriate by the Library Board of Trustees. All checks and payments to the Friends from such bequests and on-going support will be made payable to the Friends of the Meriden Public Library, Inc. in order to distinguish such payments as those made to the Library

2. Other:

All Donations not described above will be considered by the Friends for acceptance on a case-by case basis

Voted on and approved by the Board of Trustees on 10/28/2019