

Gift and Donation Policy

The E.C. Scranton Memorial Library welcomes and solicits gifts, endowments and bequests, as well as material donations, which are managed in accordance with the Library's Collection Development Policy and are appropriate to its mission.

The Library retains ownership of all donations without donor restriction and makes the final decision on acceptance, use, or disposition. Members of the Library Staff may not accept money or gifts in exchange for services.

In the course of its regular fundraising activities, the Library will accept donations without donor restriction of money, personal property, stock, and in-kind services.

Gifts of real property, gifts with donor restrictions, and gifts of securities, including gifts not easily negotiated or valued, may only be accepted upon the approval of the Scranton Library Board of Trustees. The Board of Trustees, when appropriate, may seek the advice of legal (or tax) counsel in matters relating to acceptance of gifts.

The Library will make all efforts to meet the criteria of donations with donor restrictions. If the Library cannot meet the criteria, the donor will be contacted for further guidance of how the donation should be spent.

The Library urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. Income tax regulations leave the determination of the gift's monetary value to the donor.

The Library will provide a timely, written acknowledgement of the receipt of the gift to the donor.

Monetary Donations

The Library welcomes monetary donations and bequests without donor restrictions for projects and programs, or for addition to the Library's operating account.

The Library may be named as a beneficiary of a bequest in a will, beneficiary of a trust, an insurance policy, or another personal monetary asset, in accordance with Connecticut law.

The Library may also accept contributions from companies and foundations through employer matching programs as well as endowment gifts.

The Library also accepts monetary donations for the purpose of purchasing library materials consistent with the objectives of the library collections (see the Collection Development Policy)

and consistent with its mission. If the Library receives a cash gift for the purchase of materials, the donor may choose the general nature of subject area of the materials to be purchased. The Library will try to honor requests for specific titles, but these requests may be denied based on the needs of the Library.

Monetary donations meant for specific programming, projects or materials must be approved by the Library Director in consultation with the Board of Trustees.

All monetary donations are tax deductible, as allowed by the Federal and State tax codes.

Material Donations

The Library accepts books and other materials with the understanding that they may be utilized, sold, or disposed of in a manner most convenient to the Library if the materials are not added to the collection. This may include sale by the Scranton Library Friends, donations to other institutions, or discarding. The Library can issue a receipt for items donated upon request, but does not establish a monetary value for the donation. The decision to add a particular item to the collection rests with the Library Director or designee. This decision will be based on the Library's Collection Development Policy and must further the mission of the Library.

Gifts of art, decorative or display objects or other personal property may be accepted if they are compatible with the Library needs and facilities and further the mission of the Library. Acceptance, use or disposition of such gifts will be at the discretion of the Library Director.

Memorial Gifts

The Library welcomes monetary gifts given in recognition or memory of individuals or organizations. Whenever possible, the Library will choose items which accommodate the donor's preferences. The name(s) of the donor(s) and those recognized by the gift will be listed if so desired. These gifts must support the mission of the Library. The Board of Trustees may provide a list of opportunities for memorial and recognition donations.

Approved by the Library Board of Trustees on 4/20/2020