

Metuchen Public Library

480 Middlesex Avenue
Metuchen, NJ 08840
www.metuchenlibrary.org
732-632-8526

DONATION POLICY

The Metuchen Public Library gratefully accepts donations of any kind that support and further the mission, goals and objectives of the Library, as established by the Board of Library Trustees of the Metuchen Public Library.

The purpose of this policy is to specify the type of donations that the Library will accept and how the Library will handle these donations.

Recognition of a donation is made as outlined below, according to the nature of the gift.

Gifts are accepted in honor or in memoriam of a person or event. Acknowledgement of such a gift will be made to the donor and to up to three other persons or entities in writing. Recognition of an honorary or memorial gift is made as outlined below, according to the nature of the gift.

The Library cannot and does not appraise books, works of art or any other items. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements and bear all costs of an appraisal.

The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. In general, the Library will not accept donations that require special handling or cannot be incorporated into the library collection.

All gifts accepted by the Library become the property of the Library, which has the authority to keep or dispose of the items.

Gifts of Money

- The Library accepts gifts of money, in any amounts.
- The donor may indicate how he/she wishes the money to be spent by the Library.
- The money may be specified for a particular type of library material, service or activity.
- The money may be specified for a particular library location.
- The money may be specified for a particular item of furniture or equipment.
- Recognition of a gift of money is made as outlined below, according to what is purchased with the money.

Gifts of Books and Other Library Materials

- The Library accepts gifts of library materials in good condition. This includes, but is not limited to, books, audio CDs, CDs, and DVDs.

- All library materials accepted as gifts will be evaluated in accordance with the Metuchen Public Library Collection Development Policy.
- In most cases, usable library materials that the Library does not add to its collections are offered to the Friends of the Metuchen Public Library for their annual Book Sale. Money raised by the Friends from their Book Sale is used to benefit the Library and its programs.
- Acknowledgement letters are usually not written for routine donations of used materials. At the request of the donor, the Library will supply an Acknowledgement form signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation.
- Gift plates to recognize the donor are not usually placed in or on used items donated and added to the Library collections.
- The Library retains the right to determine when the use of a gift plate for recognition is feasible and appropriate.
- The placement and display of an item is at the discretion of the Library. The wishes of the donor regarding the location of the item will be taken into account by the Board.
- The Library will work with the donor who wishes to see recognition for the donor or an honoree to determine an appropriate form of identification of this recognition on a case-by-case basis.
- The Library will not accept real items that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Gifts of Artwork

- The Library retains the right to accept or reject any work of art for the Library.
- The placement and display of an art item is the sole prerogative of the Library. The wishes of the donor regarding the location of the art will be taken into account by the Board.
- The Library will not accept art that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.
- If expenses are involved with maintenance and display of the art, security, etc., the donor may be expected to provide money or in-kind donations to support these activities.
- At the request of the donor, a small plaque or metal plate will be placed near the work of art to identify it and recognize the donor or an honoree. The decision concerning placement of such a plaque or plate is the sole prerogative of the Library.
- It is the library's policy that artwork must not contain advertising information such as corporate agency logos except for logos that pertain to the Library/Metuchen Borough Government.

Gifts of Furniture and Equipment

- The Library accepts gifts of furniture and equipment that supports and furthers the mission, goals and objectives of the Library. The Library retains the right to accept or reject any gift of furniture and/or equipment for the Library.
- The placement and use of furniture and equipment is the sole prerogative of the Library. The wishes of the donor regarding the location of the furniture and equipment will be taken into account by the Board.

- The Library will not accept furniture or equipment that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Donation of any other types of gifts will be considered by the Library on a case-by-case basis.

1st Reading 7/8/2014

2nd Reading and Adopted 9/9/2014