



Gift and Donation Policy

The East Longmeadow Public Library is a resource belonging to all members of our community, and welcomes gifts of books, materials, equipment, and money. The Library reserves the right to refuse any gift that the Library Director and/or Board of Library Trustees, in its sole discretion, deems not to be in the best interests of the Library to accept.

If the gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and documented.

Money

The East Longmeadow Public Library has a volunteer, non-profit organization, the Friends of the East Longmeadow Public Library, Inc. It is able to receive monetary donations on behalf of the Library. The Friends of the East Longmeadow Public Library is a registered 501 (c)(3) charitable organization and all donations are tax deductible. The Library also has a Gift Account that receives unrestricted funds. The Gift Account is held by the Town of East Longmeadow and managed by library administration. Donations to the Library's Gift Account are tax deductible. Monetary gifts may be recognized with bookplates, if the donor requests, or with such other recognition as the Library Director may deem appropriate. Donations to the Library are used for a variety of purposes or to satisfy special requests of donors.

Literacy Path Bricks and Giving Wall

The purpose of the Literacy Path Bricks and Giving Wall is to assist donors who wish to remember a loved one, honor a person, or celebrate a graduation, birthday, anniversary or retirement. Both forms of recognition allow an individual to express a unique event and at the same time, help financially support the services and programs of the library.

Literacy Path Bricks

The bricks may be purchased for \$75.00 through the Friends of the East Longmeadow Public Library, Inc. An order form with specific instructions can be found on the Friends of the East Longmeadow Public Library, Inc. website (<https://foelpl.wixsite.com/friendsellibrary>), and is accessible by a link on the East Longmeadow Public Library website.

Giving Wall

The Giving Wall is located directly across from the Circulation Desk. A gift of \$500 or more may be donated to place a commemorative plaque on the Giving Wall. Engraving a commemorative

60 Center Square, Suite 2
East Longmeadow, MA 01028
413-525-5400 ext. 8
www.eastlongmeadowlibrary.org

plaque is optional. If a donor would like a plaque engraved, the individual should make his/her wishes known at the time the contribution is received at the Library. A follow up with additional instructions will be provided.

Materials

Gifts of miscellaneous books or materials in good condition and published within the last 5 years are accepted with the understanding that items not added to the collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries, or discarded. Due to limited storage in the building, the donation of large quantities of materials is discouraged. No more than 1 box of materials may be offered to the library at one time.

Valuation

The East Longmeadow Public Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation at their own expense.

Future Disposition of Gifts

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded over time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently. Such articles may be first offered to other Town departments and then given to the Friends of the Library for disposition or discarded.

Transfer of Ownership Form

DOCUMENT OF TRANSFER OF OWNERSHIP

I hereby present as an unrestricted gift to the East Longmeadow Library the gift described below.

DATE _____

NAME _____

ADDRESS _____

RECEIVED BY _____

DESCRIPTION OF GIFT:

Approved by the Board of Library Trustees December 19, 2018
Amended by the Board of Library Trustees February 17, 2021