

Glen Lake Community Library

Gifts & donations

The GLCL welcomes gifts in various forms to support its mission. The library reserves full rights to determine the suitability of all proposed gifts and donations. Gifts that are accepted become property of the library. They will be utilized as deemed appropriate.

Donated books and media in good physical condition may be considered for the library's circulating collection, according to the standards outlined in our Materials Selection policy. Library staff will be responsible for evaluating book and media donations. Those materials that are not retained for the collection will be given to the Friends of the Library for use in their book sale, with proceeds used to support library services. Patrons wishing to purchase and donate specific titles should discuss their proposal with library staff in advance, to determine their suitability for the collection.

Donations of other materials will be considered according to their appropriateness for use in the library. If a donor has specific wishes for such proposed gifts, they may be discussed with the library director. This may include the return or disposal of such gifted items in the event that they are no longer of use to the library.

Offers of paintings or other artwork will be evaluated by library staff and managed according to the same standards outlined above. The return to owners of short or long term temporary displays of art, which are on loan to the library by mutual agreement, will be treated the same as gifted items while they are in the possession of the library.

Gifts of cash, stocks and securities, or real property may also be accepted. The library will work with financial service providers to process the sale of non-cash gifts, proceeds of which will be applied to the library's general fund. Donors who wish to offer cash or equivalents for specific purposes may discuss their proposal with the library director. Depending on the nature and scope of the proposal, the library director may consult with the Board of Trustees. All decisions regarding such proposals will be considered final.

If requested by the donor, the library will provide documentation of gifts and donations, but is unable to establish a value for non-monetary items. Gifts to the library are considered to be tax-deductible to the extent allowed by law (*Internal Revenue Code section 170*). The Friends of the Glen Lake Community Library are registered as a 501(c)3 entity, and will acknowledge gifts made to them directly.

Approved by the Board of Trustees 2.10.21