

**Lewes Public Library
Gift Acceptance Policy
Adopted July 8, 2008**

The Lewes Public Library welcomes unrestricted gifts of library materials, money or real property. These gifts may enrich and improve public library resources. The Library Director and/or the Library Board of Trustees shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor. Those donors in need of an IRS Contribution Receipt form must present an itemized list with their donations.

Donors may place restrictions on gifts under the following conditions:

- The restriction must be one considered compatible with the overall mission of the library.
- The restriction shall not impede the ability of the library to acquire gifts from other sources.
- The restriction shall not place undue burden on the Library's resources.
- The restriction shall not subject the library to adverse publicity.
- The restriction shall not require the library to violate other existing policies.
- The restriction shall allow the library to maintain compliance with The Delaware Code.

Any restrictions must be clearly communicated in writing to the Director or Library Board of Trustees before the gift is accepted.

Board consideration and majority vote approval is required for the following types of gifts:

- Gifts of art or other valuables that will encumber the library either financially or administratively. If gift is approved, a current appraisal completed by a qualified 3rd-party appraiser must be provided by the donor.
- Gifts of valuable book, CD, DVD, or specific item collections must include the costs of cataloging and, when appropriate, appraising.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified 3rd-party appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder trusts or Charitable Lead trusts.
- Named endowment funds.

Gifts that may encumber the library either financially or administratively may require approval of the Library Board of Trustees, County Librarian, or the Delaware Consortium of Libraries before acceptance. Examples are gifts of art given on the condition that it is to be displayed in the library, cash given to create a new library program, or gifts of books or items given under the condition that they be placed in the collection. Books or items given with a requirement that they be placed in the collection are subject to the Collection Development Policy, and with consideration to condition and age of the item. The library applies the same criteria for evaluating gift items as it applies to purchased material. The library is not responsible for notifying donors of withdrawal or replacement of gift items.

Gifts of library materials are accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries; donate, sell or discard them. Donated books or items not included in the collection are given to the Friends of The Lewes Public Library for their Book Sales to benefit the library.

The library reserves the right to decline any gift that interferes with its ability to fulfill its mission, violates Delaware Code, or library law, or library policies, or that unduly encumbers the library.