

**Policy**  
**Gifts**  
**Approved**  
**by the**  
**Library Board of Trustees**  
**June 6, 2016**

This policy becomes effective June 6, 2016, and may be applied retroactively.

- I. **Donor Tree.** The donor tree recognizes donors and their generosity regardless of how the monies are used by the library. The library may recognize a donor whose gifts are given in one lump sum or over a period of time meeting the criteria stated below. A leaf designates level of giving as described below.

**Name of Donor Wall:** Kay Porter Giving Tree

**Donation Levels:**

Green	\$500 to \$999
Bronze	\$1,000-\$4,999
Silver	\$5,000-\$9,999
Gold	\$10,000-\$24,999

Lump sum gifts under \$10,000 may be accepted by the Library Director. Gifts \$10,000 or more may be accepted by the Board of Trustees at the recommendation of the Director.

Cumulative gifts are recognized in five year increments, e.g., 2011-2015, 2016-2020, etc.

Friends of the Library may recognize monetary gifts using the Donor Wall and may utilize naming opportunities following the criteria below with Board of Trustees approval.

It is the Director's responsibility to have the appropriate leaf added to the Donor tree. Leaves are added at regular intervals as deemed necessary and in a cost effective manner.

Donations made for the 2008 Library Renovation are included on the Kay Porter Giving Tree.

- I. **Naming Opportunity.** Monetary gifts are appropriate for naming opportunities. Any naming requests as a result of a donation must have approval of the Board of Trustees with recommendation from the Director. Naming of facilities and services may also recognize

significant acts and contributions by individuals or families. These acts and contributions must be recognized through a Board of Trustees resolution.

Library Section or Service \$25,000 to \$100,000

Room \$100,000 to \$999,999

Branch Libraries \$1,000,000 to \$3,000,000

Main Library >\$3,000,000

Section/Room/Service to be determined by Board of Trustees upon recommendation of the Director

Building(s) to be determined by the Library Board of Trustees.

Plaques in bronze or other appropriate metals are to be hung at main entrance to room/section/building. Verbiage for plaque is to be determined by the Board of Trustees with donor agreement.

**Examples** of verbiage on leaves.

One time Gift Undesignated:

Jane Doe  
2008

Time Period Undesignated:

John Doe  
2011-2015

Specific Purpose:

Margaret Smith  
2008  
Building Renovation

US Bank  
Friends of the Library  
Golden Legacy  
2016

**II. Other Gifts**

**A. Memorials and Honorariums.** Gifts totaling less than \$500.00 may be designated as memorials or honorariums or these gifts may be undesignated by the donor. These gifts are generally used to purchase library materials or support library programming. The donor may state where the monies may be used for the library, e.g., Adult, Genealogy, or Children's, or general giving. Donors may give the library a general subject area for purchase but the choice of appropriate purchase is solely the library's. Memorial or

honorarium gifts of actual books or other library materials are discouraged as these items may already be owned by the library or deemed to be outside the scope of the library's collection development policy.

Items purchased receive a plate recognizing the giver and the one honored/memorialized. The Library Director or her designee sends an acknowledgement to the giver and the honoree or family of the memorialized.

Gifts under \$25.00 are considered undesignated and are applied to library programming. No items will be purchased with these gifts.

**B. Other.** All material gifts are considered permanent and cannot be returned.

The Poplar Bluff Municipal Library encourages gifts of books, archival/historical records, and other materials which will be useful to the Library and which will increase the scope of its collections. The library's policy is that no materials will be added to the collection which would not be approved for inclusion through normal selection procedures and collection development policies.

The Library accepts gifts with the understanding that the items not needed will be disposed of in whatever manner the Library deems best. The library may give these to other Libraries or institutions, exchange for other materials of equal value, or sell to purchase needed materials. The Library cannot accept gifts with specific stipulations, such as keeping a private library intact as a collection. The Library reserves the right to integrate gifts with other materials on the same subject, so that all collections are organized and classified according to standards with service to all library patrons foremost.

The Library will issue a Gift Receipt for the number of items received at the time of donation. The donor is required to furnish a count of the items. Estimates of fair market value for income tax purposes are the responsibility of the donor.

Acceptance of property or Items with tangible value such as art, furniture, historic records, trusts, stock, patents, etc. need approval of the Board of Trustees. The Board of Trustees cannot guarantee these items will be kept in perpetuity. These items can be sold or dissolved for the benefit of the library. As a beneficiary of such a gift and with a vested interest, the Library's Board of Trustees or its staff cannot provide a valuation. Third party appraisal of such items is the responsibility of the giver.

**III. Donors understand no goods or services are received in exchange for the gift(s).**