

GIFT ACCEPTANCE POLICY

To protect the interests of the Columbus Public Library (“Library”), Columbus Library Foundation (“Foundation”), and the individuals and entities that support the Library, this policy will ensure that all gifts to, or for the use of, the Library are structured to be consistent with the mission and goals of the Library.

Donations to Columbus Public Library are welcomed and appreciated. The goal of this policy is to encourage donating without encumbering the Library with gifts that may prove to generate more cost than benefits or are not in keeping with the mission and goals of the Library.

This policy will enable the Library Board of Trustees, The Library Foundation Board, and staff to respond promptly, and in the affirmative where possible, to all gifts offered by prospective donors. It is understood that, except where stated otherwise, this policy is intended as a guideline, and flexibility shall be maintained as some gift situations can be complex, and decisions made only after careful consideration of a number of interrelated factors. Therefore, this policy will, in some instances, require or allow that the Library Board of Trustees, The Library Foundation Board, and/or staff consider the merits of a particular gift.

GENERAL PROVISIONS

Gifts of materials and subscriptions will be reviewed and handled per the Library Materials Selection Policy.

Anonymous gifts from individuals or entities may be accepted. Except as may otherwise be required by law, if requested, the Library and Foundation shall maintain the highest confidentiality standards for all donor files and records. Such files and records may be used only by the Library and Foundation, and their officers, trustees, employees, and volunteers.

Undesignated cash gifts amounting to less than \$1000 will be deposited to the Library’s revenue account, “Donations.” Funds will be handled according to the Finance Policy of Columbus Public Library. The Library Leadership Committee shall review and evaluate all gifts made to the Library over \$1000. If there is an immediate use for the funds, Leadership will designate them as such. Otherwise, they will be donated to the Foundation.

Non-monetary donations such as furniture, art, landscaping items, and equipment will be evaluated by the Library Director and Leadership Committee. The decision to accept such a donation is based on need, space, and appropriateness.

A tangible item with conditions attached will not be accepted by the Library. Once donated, items belong to the Library to use, archive, or dispose of as the Board and staff see fit. No tangible personal property shall be accepted if the gift obligates the Library to perpetual ownership.

Donated items that will require maintenance must be donated with a maintenance fund to provide for their upkeep.

An appropriate acknowledgement of gratitude will be given to any donor of an accepted gift.

Compliance with current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Library Director and the Foundation Treasurer.

RESTRICTIONS ON USE OF GIFTS

No restrictions on how monetary gifts may be used by the Library will be honored without prior approval of the Library Board. No gift shall be accepted subject to restrictions that would prohibit, or tend to inhibit, other gifts.

Assets gifted, devised, or bequeathed to the Library shall not be used, by propaganda or otherwise, to attempt to influence legislation. No restriction placed upon an asset donated to the Foundation by the donor shall be honored that does not comply with the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or any subsequent corresponding provisions of the Internal Revenue Code).

Adopted by the Library Board on 10/7/2013