



**FRANKFORT COMMUNITY PUBLIC LIBRARY  
CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY  
GIFTS POLICY**

**Approved by the Library Board of Trustees: December 11, 2015**

The Frankfort Community/Clinton County Contractual Public Library accepts and encourages gifts of money, books and other property from businesses, organizations and individuals.

**1. Acceptance.**

The Library accepts gifts with the understanding that the gift becomes the property of the library and is subject to disposition at the library's discretion. If the donor places conditions on the gift, then the Trustees must approve the acceptance of the gift.

The gift is consistent with the public service program, goals and objectives of the Library.

The gift would not imply the endorsement of any particular business or product or any specific political or religious point of view.

The gift would not result in excessive maintenance, installation, or an excessive continuing cost to The Library.

The gift would not be inappropriate or harmful to the welfare of The Library, its staff, or its patrons.

The gift would not be in conflict with any provision of The Trustees policy, Indiana State or Federal Law.

The gift, if it constitutes a piece of equipment, would meet accepted quality, performance and safety standards – the gift, if constituting a book or set of books, magazines, films, audio or video recordings, or any other form of media, would meet the requirements of the Library's Materials Selection Policy and must be recommended for acquisition to The Library's collection by appropriate members of the Library's staff.

Gifts or cash donations for services of personnel may be accepted by the Trustees with the understanding that the Trustees shall in all cases retain the responsibility for hiring, evaluation and termination of such personnel. At the time of preliminary review, the Library Director or his/her designee shall indicate any special conditions

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or stipulations that shall apply to the acceptance of such gifts or cash donations involving personnel.

2. **Acknowledgment.** The Library will acknowledge in writing receipt of all gifts.
3. **Tax Deduction.** Gifts to The Library are tax-deductible as provided by law.
4. **Appraisal.** As the recipient of a gift, The Library will not assign a monetary value to that gift for the donor's tax purposes.

**Frankfort Community Public Library  
Clinton County Contractual Public Library  
Declaration to Donate**

I, (name) \_\_\_\_\_ of  
(address) \_\_\_\_\_  
(city & state) \_\_\_\_\_ (zip code) \_\_\_\_\_  
(phone) \_\_\_\_\_ donate on this day \_\_\_\_\_  
the following items:

I estimate their total value as \$ \_\_\_\_\_.

In consideration of the Frankfort Community Public Library/Clinton County Contractual Public Library gift policy, I hereby give and donate said items to the Library and release all of my rights, title and interest in the same. If I place any conditions on the gift, I understand the Frankfort Community/Clinton County Contractual Board of Trustees must approve the acceptance of such gift.

Conditions of gift:

Signature \_\_\_\_\_  
Date \_\_\_\_\_

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