



Gifts and Donations Policy

The Case Memorial Library gratefully accepts all gifts, donations, endowments and bequests that are appropriate to its mission. Contributions are tax-deductible.

WAYS OF GIVING

Tribute Gifts

A monetary donation may be made in memory of an individual, in honor of a special occasion or personal achievement, or as a general contribution to the Library.

For a contribution of \$25 or more, if requested, the Library will make every effort to personalize a circulating item in the subject area or format selected by the donor, subject to the Materials Selection Policy. Donations of less than \$25 will be added to the general gift fund for the purchase of needed materials, services, or programs, as determined by the Library.

For a single contribution of \$500 or more, the Library will acknowledge the donor and the honoree with a plaque on the Case Memorial Library Wall of Generous Donors. Plaques are not placed on items.

Material Donations

Donations of new and gently used books and audiovisual materials, such as CDs, audiobooks, and DVDs will be reviewed for inclusion in the Library's collections, provided they meet Materials Selection Policy guidelines. Donations not retained for the collection may be given to the Friends of the Library for their book sale.

Gifts of Personal Property

Gifts of furnishings, art, and other personal property may be accepted if they are compatible with the Library's needs and facilities. Acceptance of such gifts is at the discretion of the Library Director in consultation with the Library Commission.

Gifts of Real Property

The Library may accept gifts of real property with the consent of the Library Commission after consultation with the Town of Orange.

Beneficiary Designations

The Library may be named as a beneficiary of a bequest in a will, or as a beneficiary of a trust, insurance policy, or IRA.

Endowment Gifts

The Library may accept endowment gifts with the consent of the Library Commission after consultation with the Town of Orange.

Employers' Matching Gifts

The Library accepts contributions from companies and foundations through employers' matching gift programs.

GUIDELINES FOR THE ACCEPTANCE OF GIFTS AND DONATIONS

- The Library Director is responsible for accepting gifts and determining how they may best benefit the Library. Gifts accepted become the property of the Case Memorial Library.
- All monetary donations will be acknowledged by the Library. All individuals or groups specified by the donor will receive notification of the gift. Checks for donations should be made payable to the Case Memorial Library Gift Fund. Donors are asked to complete a Library Gift Form. [Download Gift Donation Form](#)
- The Library does not appraise or estimate the value of real or personal property gifts. The responsibility for such assessment lies with the owner. Donors may be asked to sign a Gift Declaration and Ownership Waiver form to relinquish ownership of gifts that are accepted.
- The Library may accept gifts with restrictions; however, any restrictions on gifts whether donations of monies or gifts in kind, must be submitted in writing and approved by the Library Director in consultation with the Library Commission. Restrictions must be consistent with the mission of the Library.
- Members of the Library staff and the Library Commission may not accept money or gifts in exchange for services.

Approved by the Case Memorial Library Commission: November 21, 2013