

Osgood Public Library  
Gift Policy

Types of Gifts

Collection Type Items

1. Books, pamphlets, periodicals, audiovisual materials and other “collection” type items are accepted with the following understandings:
  - a. The Library has the authority to make whatever disposition of the materials is deemed advisable, discarding them if conditions warrant.
  - b. Some items may be used in the Library’s lending collection, but a final decision will be based on Library needs, space availability, and Collection Policy guidelines.
  - c. Some items may be donated to the Friends of the Library and placed in the Friends sales. Funds from Friends sales are used to support Library purposes.
  - d. Special collections of gift books that are deemed usable may be integrated into the regular collection rather than kept together as a separate entity.

2. Cash Donations

General cash donations without stipulations are gratefully accepted.

Cash donations with stipulations or ones donated for a specific unsolicited purpose can only be accepted with the approval of the Board and Director. Specified donations of \$1,000 or less may be approved by the Director. The Director may refer the donation to the Board of Trustees if unsure of suitability. Specified donations exceeding \$1,000 are subject to the approval of the Board of Trustees.

Cash donations to purchase memorial/honorarium items for a specified item or on a specified topic for the Library’s collection will be accepted based on the Library’s needs and Collection Development Policy.

3. Art Objects, Portraits, Antiques and Other Museum Items

These items are accepted or rejected on the basis of suitability to the Library’s mission, décor, and space availability. The donor must agree that the Library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency or disposal. Donations of this type with a value exceeding \$1,000 are accepted only with the approval of the Library Board of Trustees. Donations of this type with a value less than \$1,000 may be

accepted by the Director. The Director may refer the donation to the Board of Trustees if unsure of suitability.

4. Other Gifts of Real Property

Other Gifts of Real Property including building improvement items with a value exceeding \$1,000 are accepted only with the approval of the Library Board of Trustees. Small donations of real property with a value of less than \$1,000 such as equipment may be approved by the Director. The Director may refer the donation to the Board of Trustees if unsure of suitability. These items are accepted only with the understanding that the Library has the authority to make whatever disposition is deemed advisable which may include sale, transfer to another organization or disposal.

5. Tax Status

All material gifts to the Osgood Public Library or Milan Branch Library are considered non-cash charitable donations. Donors who wish to know the tax status of a donation should consult their tax advisor. Because the IRS considers the Library as an interested party, we are unable to provide appraisals on donated items. On request, the Library will provide a written acknowledgement for tax purposes; however we are not permitted to assign a cash value to gifts.