

Gifts Policy

Section 1: Purpose

The Garden City Public Library (hereafter referred to as the Library) acknowledges the importance of private gifts and donations for the future development and growth of the Library. Material and monetary gifts, in the form of cash, check, charge or endowment funds for the benefit of the library are accepted.

Section 2: Donations

Donors may make contributions directly the Library general operating fund or to any active, defined library fund approved by the Board of Trustees. No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts or has previously defined those conditions, such as naming opportunities.

2.1 Materials

Gifts of materials may be added to the Library collection subject to the same principles and standards of selection as are applied to all materials. The Library reserves the right to accept or discard, at its discretion, any unsolicited material sent to the Library.

2.2 Friends of the Library Gifts

Donations to the Friends of the Library, a private, non-profit 501 (c) (3) organization, will benefit the Library through Friends activities. Tax advantages for gifts to the Friends are separate than those for gifts directly to the Library and will be handled accordingly by the Friends organization.

Section 3: Gift Recognition

In the case of monetary gift contributions, a letter will be sent to the donor, which will specify the amount of money donated and this letter will also serve as a receipt should the donor desire to use it for income tax purposes. If the gift is made in honor of someone else, a letter will be sent to the person acknowledging the gift as long as the honoree's name and address is provided to the library. If the donor (or honoree) wishes to remain anonymous, it is the responsibility of the donor to inform the Library Director or Board of Trustees of this desire.