



DONATION POLICY

The purpose of this administrative policy is to provide a process for accepting gifts and donations to the library of items other than those which can be used in the collection.

1. Non-cash gifts, donations, restricted monetary gifts, securities (restricted or unrestricted), or real property must be discussed with the Library Director or designee. All conditions pertaining to the donation must be clearly stated by the donor and recorded in writing by the designated staff person at the time of donation. The donor will be given a copy of this policy and the written receipt.
2. Non-cash gifts/donations, as noted above, are accepted only if the Library Director or designee determines that they can be used by or benefit the Library. The Library Director shall make the final decision whether to accept or decline the gift/donation. Gifts/donations will be considered with the following criteria:
 - a. Relevance to the Library's Mission Statement,
 - b. Space required to house or store the gift/donation, and
 - c. Cost to insure, maintain, or preserve the gift/donation.
3. All exhibits of donated items may be temporary or rotated at the discretion of the Library Director.
4. The Library accepts non-cash gifts/donations with the understanding that, upon acceptance, the gift/donation becomes the property of the Bernville Area Community Library and may be sold, stored, donated, or recycled at the Library Director's discretion.
5. Receipts will be given for the non-cash donation but the Bernville Area Community Library will not assess a value for non-cash donations. Value will be assessed by the donor.
6. Receipts given for cash and publicly traded securities will contain a value as determined necessary by IRS requirements.
7. Unrestricted cash gifts will be used at the discretion of the BACL board.