



Meridian Library District GIFTS & SPONSORSHIP

Meridian Library District (MLD), referred to as Library, welcomes and encourages monetary gifts, bequests, endowments, and gifts of property or materials from individuals, families, local businesses, foundations, and corporations.

GUIDING PRINCIPLES

The following principles will guide the MLD in the solicitation and acceptance of gifts that support, enhance, or develop library programs and services:

- All gifts and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities or limit access to services.
- All gifts and/or support must protect the principle of intellectual freedom as guided by First Amendment principles of the Constitution of the United States. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts and/or support must ensure the confidentiality of user records. The MLD will not sell or provide access to its records in exchange for gifts or support.
- All gifts and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support.
- Gifts of books or other materials will be accepted in accordance with the terms outlined in the MLD Collection Development Policy.

TANGIBLE GIFTS

Print, audio visual, other physical media and electronic materials will be evaluated using guidelines set forth in the Collection Development Policy. The Library reserves the right to add any donated item(s) to the collection or distribute, sell, or discard them. No conditions regarding location, use or eventual withdrawal from the collection or building can be imposed.

The decision to accept gifts such as furnishings, artwork, or equipment shall be made by the library director. Among the criteria on which the decision will be based are: need, space, impact on staff time, security requirements and expense and frequency of maintenance. Such gifts

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will be accepted only on condition that they may be used, sold, given away or discarded at the discretion of the library director.

The acceptance of gifts for inclusion in Library collections or for public display on any MLD premises shall be considered with attention to location and suitability. *All gifts become the sole property of the MLD to use or dispose of.* No guarantee is made that any gift will be permanently displayed or retained.

The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes. Letters of acknowledgment will not contain a statement of value.

The Library reserves the right to refuse any tangible gift.

MONETARY GIFTS

Gifts of cash, securities and bequests that support the mission of the Library will be handled by the library director who will work out terms of acceptance that are compatible with MLD policies, the donor's intent, and applicable law. The library director may route donors to the Friends of the Meridian Library District or to the Meridian Library Foundation. The Library welcomes major gifts including those directed towards a renovation, expansion, or other large projects. The library director, or foundation manager, will work with large project donors to determine if the MLD, or Meridian Library Foundation, is best suited for the funds.

The Library accepts donations of money for the purchase of material in memory or honor of community residents or others. Library staff will use guidelines set forth in the Collection Development Policy to determine which materials to purchase. Although the Library cannot guarantee the purchase of specifically identified titles, donors may suggest subject areas for the use of their donation. A bookplate may be affixed to such material with wording determined by the donor in consultation with Library staff.

Monetary gifts without restriction are added to the Library's General Fund to be used for the purchase of materials, equipment, programs, or other operating expenses.

Monetary gifts to be used as a restricted gift or endowment fund are appreciated. Such funds require a minimum donation of \$25,000 and will be accepted on condition that if a specific use is requested, that it is consistent with the mission, goals, and objectives of the MLD, and must be approved by the Board of Trustees. The library director, or foundation manager, will work with donors to determine if the MLD, or Meridian Library Foundation, is best suited for the funds.

The Board of Trustees may remove all restrictions from a gift fund when, as a result of any restriction, there has been no expenditure from the fund for at least two years and they determine that the restrictions do not reasonably provide a benefit for the Library.

The Library reserves the right to refuse any monetary gift.

RECOGNITION AND ACKNOWLEDGEMENT

The Library will ensure that sponsors receive acknowledgement and, to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for monetary gifts over \$50.
 - Special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in promotional materials; this may include a statement of the sponsor's name and/or a display of their logo. Such acknowledgement will not take precedence or have prominence over the District's logo or promotional material.
- For gifts and/or sponsorships valued at over \$500, the Library may (unless otherwise agreed to):
 - Develop a press release for local media outlets
 - Publish an article in a newsletter
 - Develop social media announcements and digital signs
 - Post on the MLD website

Acknowledgement of sponsorship may also take the following forms:

- Launch of a special program or media campaign to announce the gift.
- Sponsor's name on promotional materials.
- Small, standardized plaques placed on donated furniture or equipment.
- Bookplates.

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the District.

APPROVAL

All gifts, grants or in-kind support given with special requirements must be approved by the library director prior to receipt. The application of grants, or solicitation of gifts, or in-kind support on behalf of the District or branch by library staff, Friends of the Library, or Meridian Library Foundation Must receive prior approval by the library director or designee.