

GIFTS AND DONATIONS POLICY

The Hershey Public Library (“Library”) acknowledges the great importance of gifts and donations to the Library’s future growth and development. In recognition of such, the Library welcomes gifts of cash, securities, library materials, furnishings, or real property. These gifts help enrich and improve the Library’s resources.

While the Library may provide an acknowledgement of the gift upon request, the library cannot assign monetary value to donated items.

In addition to gifts made directly to the Library, gifts are accepted by the Hershey Library Endowment Trust (Library Endowment) and Friends of the Hershey Public Library (Friends of the Library). The donor will need to determine whether a donation is being given to the Library, Library Endowment, or Friends of the Library. The primary function of these support organizations is to provide financial support to the Library. The Library Endowment receives and administers monetary gifts, bequests, endowment funds and other gifts to support Library projects. The Friends of the Library undertakes a variety of activities, including book sales, to raise funds and support the Library. If the donor does not specify an organization, the Library will accept the donation for the Hershey Public Library.

1. Any donations or gifts to the Library must be consistent with the Library’s policies, goals, objectives, and/or strategic plan.
2. All accepted gifts become the property of the Library, to be used or disposed of in accordance with the Library’s changing needs, unless there is a specific memorandum of understanding (MOU) stating otherwise. The Library may request a bill of sale be provided depending on what is being gifted and/or donated.
3. Donated materials can be withdrawn and/or disposed of in the same manner as purchased materials. The Library does not accept responsibility for notifying donors of withdrawal, disposal or replacement of donated items.
4. Donations provided by local authors will be evaluated and maintained using the Local Authors Policy and/or Local Authors Shelf Policy.
5. Donated books are evaluated according to the same criteria that are applied to purchased material. Books that are not added to the library’s collection may be sold at the Friends of the Library’s ongoing book sale. Used materials donated specifically for the Friends of the Hershey Public Library’s book sale must meet the criteria established in this policy. The library reserves the right to refuse to accept any materials that would create a disposal problem or dispose of items that do not follow this policy.
6. The Library is most interested in the following types of materials for inclusion in its collections or for offering to the Friends of the Hershey Public Library for possible resale. All items must be in new or like new condition.
 - a. Hardbound novels

- b. Non-fiction books with accurate, current information (cookbooks, gardening, nature, sports, etc.)
 - c. Military nonfiction, Biographies and autobiographies/memoirs
 - d. Comics and graphic novels
 - e. Children and Young Adult Books
 - f. Paperback books
 - g. Books of local interest
 - h. Media material: Audiobooks on CD or MP3, DVD's, CD's, Puzzles and games (No pieces missing)
7. Books and periodicals that we cannot use or even accept as they present a disposal problem.
- a. Outdated informational books (e.g. technological, tax, investment, textbooks)
 - b. Encyclopedia sets
 - c. Outdated formats that are no longer in common use (VHS tapes, Cassettes)
 - d. Magazines
 - e. Damaged items (Smoke, water, or mold in particular)
8. Donors may place restrictions on gifts under the following conditions:
- a. The restriction must be one considered compatible with the overall mission of the Library.
 - b. The restriction shall not impede the Library's ability to acquire gifts from other sources.
 - c. The restriction shall not place undue burden on the Library's resources.
 - d. The restriction shall not subject the Library to adverse publicity.
9. Gifts that may encumber the Library either financially or administratively require approval of the Director before acceptance. Examples are gifts of books given under the condition that they be placed in the collection, gifts of art given on the condition that it be displayed in the library, or cash given to create a new library program or collection.
10. Special Material Collections Guidelines:
- a. Collections will be accepted based on need, space, and anticipated patron interest.
 - b. The Library reserves the right to create a Memorandum of Understanding between the party donating materials and the Library to ensure the collection is monetarily supported on an ongoing basis. The library will maintain the collection in accordance with its collection development policy, Local Authors Shelf Policy and/or similar policy and reserves the right to eliminate the collection when circulation falls below acceptable levels.
 - c. The library owns all items included in the collection. When/if the collection is dissolved, the library reserves the right to add items from the collection

directly to the general collection, give items to the Friends of the Library to sell, or dispose of items as appropriate.

11. The library will not appraise the value of a non-cash gift. Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, *Determining the Value of Donated Property*, and Publication 526, *Charitable Contributions*.

Donations will be recognized by the Library Director via written correspondence within a reasonable amount of time of receipt.

Gifts to the Endowment and Friends of the Hershey Library are governed by their individual donation policies.

Naming opportunities and special recognition will be decided on a case-by-case basis by the Library Director, Township Manager, and the donor.

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for the Hershey Public Library. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

Exceptions to this Gift Acceptance Policy may be made with approval of the Board of Library Directors, under special circumstances.

Board Approved: 3/21/2023