

Gift Acceptance and Donor Recognition

This policy is intended to provide guidance for the acceptance and acknowledgment of gifts and financial support of the Patrick Heath Public Library (PHPL) in a reasonable, consistent, and meaningful way.

Monetary Gifts:

1. The library values its donors, and recognizes all individuals, corporations, community clubs, organizations, and philanthropic foundations that make monetary donations to the library and its support groups such as the Friends of the Boerne Public Library (FOBPL) and the Boerne Public Library Foundation (BPLF).
2. The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy long-term relationships between the library and its donors. Every effort will be made to ensure that recognition is timely and meaningful to the donor, as well as appropriate and equitable.
3. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the library in accordance with this policy and, if applicable, the library's Collection Development policy.
4. The library makes every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Patrick Heath Public Library Advisory Board (PHPLAB) and/or the Boerne City Council.
5. The library may consider individual naming opportunities, or equivalent acknowledgment, for donations at the discretion of the PHPLAB.
6. Donors reserve the right to remain anonymous and decline recognition. In lieu of name recognition, the word "anonymous" shall be used.

Donors can expect to receive:

1. prompt acknowledgment of gifts.
2. information about the specific destination of gifts.
3. meaningful and measurable information about their gifts, prior to being asked to give again to the library.

Donors will not receive solicitations with their gift acknowledgments.

Non-Monetary Gifts:

Non-monetary gifts, such as art objects, portraits, antiques, and other personal property, will be accepted if they are in conformity with the general decor and purpose of the PHPL, or relate to the history of the library and the larger community, and all gifts, other than materials, must be accepted in writing by the PHPLAB.

After being accepted, the PHPL shall become the sole owner of all gifts with the right to use, store or dispose of at its absolute discretion. Any decision to mark the gift or identify the donor shall be at the pleasure of the PHPLAB.

A formal acknowledgment of the gift will be sent to the donor. The library will not appraise or estimate the value of gifts for tax purposes. Responsibility for appraisal lies with the donor.

Gift Materials:

The library receives many gifts of books, periodicals, DVDs, and other materials for which we are always grateful.

1. Gift materials are evaluated by the same standards of selection, cataloging treatment, maintenance, and removal applicable to purchased materials, in accordance with the library's Collection Development policy.
2. When appropriate, the library may add gift materials to its collections; however, gift materials will be accepted with the understanding that the library reserves the right to add them to its collections, distribute them to other libraries, sell, or discard them. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

A receipt for gift materials will be provided at the donor's request. The library will not appraise or estimate the value of gift materials. Responsibility for appraisal lies with the donor.

Sponsorships:

The PHPL welcomes and encourages the business community, service clubs, and other organizations to become sponsors of library events, programs and services that will benefit the community by allowing the library to increase the level of service it can provide.

A sponsorship is a mutually beneficial business exchange between the PHPL and an external organization (hereinafter the sponsor) whereby the sponsor receives a benefit of reciprocal value, such as recognition, acknowledgment, or other promotional

considerations, in return for providing cash and/or products and services-in-kind to the PHPL. Sponsorships involve an association between the sponsor, the PHPL and/or the specific program, event, service, or activity being sponsored.

The following principles will guide the PHPL in the solicitation and acceptance of sponsorships to enhance or develop library programs and services:

- All sponsorships must further the library's mission, goals, objectives, and priorities. They must not drive the library's agenda or priorities.
- All sponsorships must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All sponsorships must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All sponsorships must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All sponsorships must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.

The PHPL and/or PHPLAB reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy, or if that sponsorship no longer supports the best interests of the PHPL.

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