

Florida Public Library

Gifts Policy

The Florida Public Library appreciates donations and will encourage and accept gifts in the form of money, library materials, equipment, furniture, works of art, documents, photographs, real estate or property of any kind that promotes and advances the mission of the Library. The Library reserves the right to refuse any gift not deemed to be in the best interest of the Library to accept.

Gifts are accepted with the understanding that they will be evaluated according to the same standards used for purchased materials and that they are freely given with no conditions attached. The Library reserves the right to add gift items to its collections, distribute them to other libraries, sell or discard them. The Library may also give donated items to the Friends of the Library for their book sales.

Gifts will be formally acknowledged, if the donor wishes. The Library will not appraise or estimate the value of gifts for tax or other purposes. Upon request, the Library will provide a pre-printed form to acknowledge the receipt of the number and type of library materials donated.

In the case of books given “in memory of” or “in honor of” a person, a bookplate will be added to note the name, the donor and the date. Donors should consult with the Library Director about specific books so that only those meeting the Library’s current needs will be selected. Donors wishing to donate to the collections are encouraged to donate money which the Library will use to purchase suitable materials.

Monetary gifts to employees are viewed as a goodwill gesture for service rendered and shall be turned over to the Library. Gifts to staff other than money may be accepted with the understanding that the gift will provide no special favors or services for the donor.

Gifts and donations to the Library are tax deductible as allowed by law.

Adopted by the Board of Trustees

November 5, 2018