

## **Gifts**

The Milford Public Library gratefully accepts gifts, donations, endowments, and bequests that are appropriate to its mission. Contributions may be tax-deductible. The Director is responsible for accepting gifts and determining how they may best benefit the Library. Members of the Library Staff may not accept money or gifts in exchange for services.

### **Material Donations**

Donations of new and gently used books, equipment and audiovisual materials such as DVD's, audiobooks or CD's will be reviewed for possible inclusion in the Library's collection provided the item meets Material Selection Policy Guidelines. Donations not retained for the collection may be given to the Friends of the Library for their book sale or discarded.

Please refer to *Gift Donation Procedures for Books, Magazines, and Media*, for donation procedures and information on what items the Library will accept. The Library can provide receipt of donation for items brought to the Library during business hours; however, the Library will not provide any statement as to the value of the donated items.

### **Monetary Donations**

A monetary donation may be made in honor or memory of a loved one, special occasion or as a general contribution to the Library. The Director will make a selection to be added to the materials, services or programs with the specific donation.

### **Other Gifts**

The Library may be named as a beneficiary of a bequest in a will, beneficiary of a trust, insurance policy or other personal monetary asset. The Library may also accept contributions from companies and foundations through employer matching programs as well as endowment gifts. Gifts of personal property may be accepted if they are compatible with the Library needs and facilities. Acceptance of such gifts will be at the discretion of the Director.

### **Other**

No gift / donation will be accepted with restrictions, without prior approval of the Library Director. All gifts become the property of the Milford Public Library and the library reserves the right to sell, dispose, or manage items in the best interest of the Library. Donations may be recognized by personalized book plates, inclusion on the Library's digital Donor Recognition display, and/or written acknowledgments.