ACTON PUBLIC LIBRARY

Gift and Memorial Donation Form & Policy

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Gift of Art/Object (Name & Description) _____

_____

Enclosed is my tax-deductible gift of $ _____

I would like my donation applied toward:

- ☐ Collection Materials (Books, Movies, Music)
- ☐ Friends of the Library (separate 501c3) for programs, museum passes, etc
- ☐ Programming (Children, Young Adults, Adults)
- ☐ Foundation (separate 501c3) capital improvements, renovations, endowments, etc
- ☐ Other: _____
- ☐ Not earmarked (for the library to determine where most needed)

Please make checks, corporate matches, and other donations payable to:

Acton Public Library, 60 Old Boston Post Road, Old Saybrook, CT 06475

In honor/memory of (Naming Opportunity): _____

☐ Keep My Donation Private

Gift will be matched by: _____

Organization Name & Address _____

Logo/Brand _____

Signature: _____ Date: _____

Staff Initials _____ Date: _____

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Statement of Purpose

The Acton Public Library is a department of the Town of Old Saybrook. The Acton Library Board of Trustees (hereafter to be known as the Board) encourages and welcomes gifts and bequests to the Library. Gifts may be given to the Acton Public Library, to be placed in a gift fund, or to the Friends of the Acton Library (*a 501 (c)3 organization that raises funds for the library*), or to the Foundation (*a 501(c)3 that raises capital funds for the library*). The Library Director may defer any donation offer to the Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display or insurance ramifications. Upon acceptance of the donation, the Gift and Memorial Form will be signed by both parties.

Type of Gifts

Books and Collection Items

Gifts of books, periodicals, or other items for the collection will be accepted using the criteria set forth in the Collection Development Policy. The Library Director or their designee will determine if the item fits into the collection development objectives and is not obligated to accept or retain any gifts or donations.

Art and Other Objects

Although collection and display of art work and collections is not the library's purpose, it may from time to time accept such works if it enhances the appearance of the interior or exterior of the building.

Monetary Gifts

The Acton Public Library gratefully accepts gifts, donations, endowments, bequests and trusts. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the library can reasonably use the gift for the donor's specified purpose.

If the gift comes with no stipulations, it will be placed in the general gift fund to be used to supplement programming for all ages, special projects, or other items determined appropriate through the strategic planning process. Items from the gift funds will be signed off by the Treasurer of the Board. Financial gifts to the Library should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.

Acknowledgement of Gifts

All gifts, other than donations of used materials, shall be acknowledged by a personal note from the Library Director or an appropriate representative of the library. In instances where the gift is in memory of a third party or individual, a letter will be sent to the honoree or to his or her family to let them know about the tribute.

The library will not appraise donations for purposes of income tax deduction. Such appraisals are the responsibility of the donor. The library will not assume any legal responsibility if an acknowledgement letter of a donation is used for tax or other purpose.

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Naming of Gifts

This new section of the policy is being included to recognize that fundraising may occur from time to time, and naming of locations, furniture, or collections can be a way to raise major funds and honor a donor at the same time. Naming Opportunities will stay in place, except in the case of a major renovation, relocation, or new construction. If a renovation does occur, the Naming Opportunity may not continue to the new area or building unless a new agreement is made.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

Disposition of Materials

The ultimate disposition of the gift lies within the sole province of the Board of Trustees.

Approved May 12, 2020

Updated June 11, 2024

Updated November 10, 2026