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143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ [avonfreelibrary.org](http://avonfreelibrary.org)

## **GIFTS AND DONATIONS POLICY**

The Avon Free Library (“Library”) welcomes solicited and unsolicited donations and gifts from individuals, corporations, foundations, and community groups in support of its purpose and mission. The Library reserves the right to decline any gift which does not further its mission or support its purpose, or which would result in excessive expense or administrative effort in the opinion of the Director or Board of Trustees (“Board”).

### **Financial Donations:**

Unrestricted gifts are preferred. Gifts contingent upon a specific purpose are subject to acceptance by the Director and Board. Once accepted, designated gifts will be used so far as is practicable in accordance with such designation.

Requests or gifts without restrictions will be evaluated for use at the time of receipt by the Board. The Director and Board may elect to apply the funds to an existing project such as improvements to the building, furnishings, equipment, or services, or deposit in the appropriate fund for the purposes of investment as determined by the Board.

### **Materials Donations:**

The Library may accept material donations. The Library will choose to accept materials based primarily on the condition of the item, the usefulness of the item, and whether the item complements the current holdings in the Library’s collections. The Library retains full control over all donated materials. Donated items are added to the Library’s collections, given to other institutions, or disposed of in accordance with the *Disposal and Sales of Surplus or Donated Items Policy*.

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Director, or designee.

The Library will acknowledge all donations over \$25 in writing. Acknowledgements of financial donations over \$250.00 will include a tax receipt. Only in the case of financial gifts will monetary values be assigned. It is the responsibility of the donor to have materials appraised before donating them to the Library.

*Adopted by the Avon Free Library Board of Trustees: October 25, 2021  
Amended by the Board of Trustees on January 27<sup>th</sup>, 2025*