

Gifts and Donations

General Guidelines

- Once donated, items become the property of the Cutchogue New Suffolk Free Library and may be donated, sold, traded or discarded as the Library deems appropriate.
- Donors may be asked to submit a completed *Gifts & Donations Agreement Form*.
- Gifts and donations must be in accordance with standard practices and policies of the Library.
- The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values.
- Gifts and donations may be accepted or declined at the discretion of the Director and the Board of Trustees.

Material Gifts

- The Cutchogue New Suffolk Library will consider accepting gifts of new and used books, equipment, audio recordings, videos and similar materials.
- The Library only accepts material gifts that have no restrictions concerning their use.
- The Library reserves the right to decide when a gift added to the collection must be withdrawn.

Donations & Bequests

- Donated funds may be for designated or undesignated purposes.
- Funds for designated purposes should be discussed with the Library Director. Final acceptance will be determined by the Board of Trustees.

Memorial Gifts and Tribute Donations

- Donors who would like to purchase an item for the Library in memory or honor of a loved one (Ex: a memorial bench) are asked to speak to the Library Director. The Library Director will provide suggestions based on the needs of the Library.
- Books may be purchased in honor or memory of a person. Donors must complete a *Tribute Donation* form. Suggestions for subject areas or areas of interest are welcome and will be followed to the extent possible. After purchase, a special bookplate with the name of the person being recognized will be placed inside the book(s). If requested, notification of a Tribute Book Donation will be sent to the family of the person being recognized.
- Donors must complete a *Tribute Donation* form when making a monetary donation in honor or memory of someone. If requested, notification of a *Tribute Donation* will be sent to the family of the person being recognized.

Other Donations

- Donations of real estate, artifacts, works of art, collections, etc. should be discussed with the Library Director to determine their suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the gift and the Library's ability to cover insurance and maintenance costs associated with the donation. Final acceptance will be determined by the Board of Trustees.
- Donors of real estate, artifacts, works of art, collections, etc. must submit a completed *Gifts & Donations Agreement Form*.