

## **Donor & Naming Recognition Policy**

The Library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the Waterford Public Library welcomes gifts of cash, securities, Library materials, furnishings or real property. Gifts given to the Friends of Waterford Public Library are not subject to this policy.

### **Acceptance of Gifts**

1. Any donations or gifts to the Library must be approved by the Library Director and/or Library Board and consistent with the Library's policies, goals and objectives.
2. Books or other materials purchased by the donor for presentation to the Library will be gratefully accepted provided the items were approved by Library staff prior to the donation. They must meet the Library's selection policies and procedures and, in the opinion of the professional staff, enhance the value of the Library's collections.
3. Donated books are evaluated according to the same criteria that are applied to purchased material, except they do not need to be pre-approved. Donated materials which have not undergone the Library's selection process will be disposed of at the discretion of the Library. Books not added to the Library's collection may be sold at the Friends of the Library book sale. The Library reserves the right to refuse to accept any materials.
4. The Library is most interested in the following types of materials for inclusion in its collections or for offering to the Waterford Public Library for possible resale:
  - o Hardbound novels, less than 10 years old
  - o Non-fiction books with current information
  - o Biographies and autobiographies
  - o Children's books
  - o Paperback books
  - o Books of local interest or items for inclusion in the History Room
5. Books and periodicals that we cannot use or accept as they present a disposal problem:
  - o Outdated informational books (technological, tax, investment, medical, educational, legal, etc.)
  - o Textbooks or encyclopedias
  - o Items that are grimy, musty, moldy or mildewed
  - o Books with torn pages or missing covers, or that are written in
  - o Books with editorial comments either written or typed in them

- Outdated formats such as cassettes or VHS tapes
  - Advanced Reader Copies
6. All donations become the sole property of the Library. No gifts are accepted unless freely given to the Library without restriction to be used as the Library sees fit.
  7. The decision as to the acceptance of furnishings and equipment shall be made by the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.
  8. The decision as to the acceptance and location of gifts of landscaping items shall be made by the Library Director and the Library Board of Trustees, on the advice of the Village of Waterford Parks & Facilities Department.
  9. The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture and signage shall be made by the Library Director and the Library Board of Trustees, on the advice of the Village of Waterford Parks & Facilities Department.
  10. Gifts of cash, securities, real property and bequests that support the mission of the Library will be handled by the Library Director, who, with the Library Board of Trustees, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

### **Disposition of Gifts**

1. Gift items will be integrated into the regular Library collections in normal sequence, available to all Library patrons, and otherwise handled as any other material belonging to the Library.
2. The Library will place a bookplate into books purchased with donated monies when appropriate; however, the Library will not agree to form separate collections of either donated materials or materials purchased with donated money.
3. The Library retains unconditional ownership of an accepted gift. All donations are accepted only if the Library Director or the Board of Trustees determines that they can be utilized by, or benefit the Library. Once conveyed to the Library, no gift will be returned to the donor.
4. The Library reserves the right to decide the conditions of display, housing, and access to the materials.
5. All gifts may be utilized, sold or disposed of in the best interest of the Library. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out, damaged, or lost gift items.
6. The Library is not obligated to keep donated materials for any length of time. The Library Director reserves the right to make the final decision on the disposition of any gift.
7. Monetary donations to the Waterford Public Library will be deposited according to the Investment and Fund Management Policy Guidelines.

## **History Room Donations**

1. All items donated to the History Room become the absolute and unconditional property of the Waterford Public Library. Once a gift or physical transfer is completed, items will not be returned to the donor under any circumstances.
2. While the Library will treat all historical materials with professional care, the Library, its staff, and the Board of Trustees are not liable for the natural deterioration, accidental damage, or loss of any donated items.
3. The Library reserves the right to determine how History Room materials are stored, displayed, or digitized.

## **Naming Rights**

1. Donations of \$25,000 or more will be considered for naming rights of specific library spaces or rooms.
2. All naming opportunities are subject to the formal approval of the Library Board of Trustees. The specific room, name, and recognition details must be agreed upon in writing before the donation is accepted.
3. The Library Board of Trustees reserves the right to determine the duration of the naming period.
4. In the event of a significant building renovation, room repurposing, or if the name becomes inconsistent with the Library's mission, the Board may choose to relocate or retire the recognition.

## **Acknowledgement of Gifts**

1. The Library will not appraise items for tax purposes. The Library is unable to provide book value statements to patrons. The Library will provide (on request) a receipt to donors of gifts which, while acknowledging the quantity and type of donation, will not establish, assign, or concede any value.
2. Donations of \$1,000 or more will be recognized within the Library.
3. The Library will be in charge of selecting, designing and installing any memorial gift plaques, labels or bookplates.

## **Fundraising Campaigns**

The Library may, from time to time, conduct specific fundraising campaigns or commemorative projects (such as "Buy-a-Brick" programs, limited-edition library cards, or seasonal giving drives).

1. Donors contributing to these initiatives will be recognized according to the specific terms and tiers established for that individual campaign.
2. Recognition for these campaigns may be temporary or tied to the lifespan of the specific project or physical item (e.g., the duration of a special-edition card's expiration).

3. The Library Director and Board of Trustees reserve the right to determine the start and end dates of these campaigns and the specific methods of acknowledgment used.

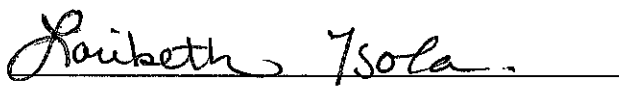
### **Corporate Sponsorships and Partnerships**

The Library welcomes sponsorships from local businesses and corporations to enhance library programs, events, and services. A sponsorship is a mutually beneficial exchange where the sponsor provides cash or in-kind goods/services in return for public recognition or promotional considerations.

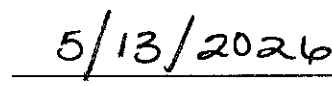
1. All sponsorships must be consistent with the Library's mission, goals, and professional standards. The Library reserves the right to decline any sponsorship from an entity whose products or public image are deemed incompatible with the Library's service to the community.
2. Acceptance of a sponsorship does not imply the Library's endorsement of the sponsor's products, services, or political/religious views.
3. The Library retains full control over the selection of its collections, the design of its programs, and the content of its promotional materials. Sponsors may not influence library policy or the selection of materials.

### **Recognition & Logos**

1. Recognition for corporate sponsors will typically be restricted to a statement of the sponsor's name and/or a display of their logo on specific program materials.
2. The Library's logo and name must maintain prominence over any sponsor branding. All uses of the Library's name or logo by a sponsor must be approved by the Library Director.
3. Because sponsors receive a promotional benefit in return for their contribution, the Library will not issue traditional charitable tax receipts for sponsorships (unless the contribution is a purely philanthropic gift without a request for promotion).



Loribeth Isola  
Library Board President

  
Date

### **Approval by: WPL Board of Trustees**

Approved Date: Approved & Adopted May 12, 2026

Review Schedule: Every 3 years

Next Review Date: 2029