



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Gift Policy

The Mattituck-Laurel Library welcomes all kinds of gifts, including library materials, money, real property and art objects.

Acceptance of gifts will be determined by the library board based on their suitability to the purposes and needs of the library. The library applies the same criteria for evaluating gifts as it applies to purchased materials, which is covered in the Materials Selection Policy. The Board has the right to decline any gift to the Library and/or reject naming proposals. No agreement will be made to waive this control.

Designated gifts will be accepted at the discretion of the trustees, who may take the donor's wishes, if known, into consideration.

Once donated, all items become the property of the library. The board has the full authority to control the disposition of such gifts, including but not limited to: discarding any gift, giving any gift to another non-profit organization, or converting any gift to cash.

Monetary contributions intended for programs, services, special equipment, collections, technology, improvement to facilities and grounds of the library, or debt reduction will not supplant the normal operating budget funds.

The library, when requested, will furnish to the donor a statement for tax purposes for all gifts of cash, but will not specify or estimate the financial value of any non-cash gift. No monetary value will be assigned as it is the responsibility of the donor to have materials appraised before donating them to the Library.

The Board may request from the donor that artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the artwork to the library will be required. The Board may also request evidence of provenance and present title of the artwork from the donor.

Donors may also offer gifts and donations directly to The Friends of the Mattituck-Laurel Library.

Adopted 11/13/2023