

Gift Policy

The Bremen Public Library Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures, however, private resources can extend and enrich library services.

Donations can be made directly to the Friends of Bremen Public Library, a 501 (c)(3) nonprofit organization. The FoL exists to handle monetary gifts, gifts of materials, bequests, endowments, and other gifts of an enduring nature to support the library's vital role in the community.

Acceptance of Gifts

1. The library generally does not accept unsolicited donations of books or other material for our collection; see National Library of Medicine, Bed Bugs in Libraries.
2. Exceptions may occur upon review of the Library Director. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the Collection Development Policy. Materials not added to the collection are typically included in book sales to benefit the library.
3. Unrestricted gifts of money are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The Library Director will consult with the Board of Trustees on the use of gifts greater than \$1,000.
4. Restricted monetary gifts will be used in a manner that is consistent with the restrictions and conditions placed on the donation, under the guidance of the Board of Trustees and Library Director.
5. Gifts-in-kind (i.e., furnishings, equipment, decorative objects) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the Board of Trustees, in consultation with the Library Director.
6. The Board of Trustees and Library Director reserve the right to refuse any gift. As the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
7. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.
8. Those wishing to honor or memorialize a person or occasion through a gift may do so through the Friends of Bremen Public Library.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library may be tax-deductible as provided by law. Donors should consult their tax adviser. The library will furnish a receipt or letter of acknowledgment for donations.