

GIFTS, DONATIONS AND ENDOWMENTS

It is the policy of The Smithtown Library to accept cash donations, bequests, memorials, etc., from donors who wish to commemorate a special occasion or wish to memorialize a loved one, or who wish to in any other manner bestow recognition.

If the donation is requested to be used for materials, i.e., books, magazines, etc., it shall be utilized in accordance with the Library's Selection Policy whereby the Library maintains the right to select the individual titles to add to the Library's collection

If the donation is requested to be used for other than materials, e.g., programs, equipment, etc., such donations will be subject to the Library's acceptance of the proposed utilization of the offered donations.

All donations will be appropriately recognized in a manner determined by the Board of Trustees in consultation with the Library's administration pursuant to the following recognitions.

Recognitions to Be Provided to Donor

A letter of appreciation and acknowledgement is to be provided to the donor.

Letters of acknowledgement are to be provided to those individuals identified by the donor, only when the contact information of the individuals so identified is provided by the donor.

When prior arrangements have been made, a plaque may be placed on or near the donation.

Bookplates are affixed to the books purchased with donations for that purpose.