

GIFTS, DONATIONS AND ENDOWMENTS

It is the policy of the Smithtown Special Library District to accept cash donations, bequests, memorials, etc., from the community members who wish to commemorate a special occasion or wish to memorialize a loved one, or who wish to leave a bequest to the Library.

If the donation is requested to be used for materials, i.e., books, magazines, etc., it shall be used 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 donor suggests a subject area, the Library will make every effort to accommodate these requests, but reserves the right to make the final determination.

If the donation is requested to be used for other than materials, e.g., programs, equipment, etc., such donations will be used as per Library policy governing that area.

All donations will be appropriately recognized in a manner determined by the Board of Trustees in consultation with the Library's administration according to the following schedule. Bookplates are placed in the books purchased with donations for that purpose.

SCHEDULE OF ACKNOWLEDGEMENT FOR DONATIONS

Donor	Up to \$1,000	Donor receives a thank you letter (with appropriate IRS statement.)
Contributor	\$1,001 - \$5,000	Donor receives the above plus the name of the honored individual is placed on a brass plate which is affixed to the Donor Plaque in the Main Library.
Benefactor	\$5,001 and up	Donor receives the above plus a plaque is given to the donor.