

# PATTERSON LIBRARY

## GIFTS AND NAMING

The Patterson Library welcomes gifts of money, property and materials that enhance the Library's operations, programs and services. Patterson Library is a 501(c)(3) organization and your contribution is tax deductible to the extent allowed by law.

For specific giving opportunities, please visit the Support Us page on [pattersonlibrary.org](http://pattersonlibrary.org). The Patterson Library accepts gifts and grants under the following conditions:

- Gifts of library materials (books, magazines and audio-visual items, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or recycle them. Gift materials will be evaluated by the same selection standards that apply to purchased materials.
- All donations/gifts shall be deemed unrestricted and will be used for the general operating expenses and programs of the library where there is the greatest need unless donated to a specific campaign or program.
- Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials or art work, must be submitted in writing and approved by the Board of Trustees. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.
- The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value. Gifts will be formally acknowledged in writing per IRS requirements.
- The decision as to the acceptance, use, recognition and location of items or gifts shall be made by the Board of Trustees, in conjunction with the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts.
- Staff and Trustees shall not accept gifts of any kind from a member of the public or vendors, except for small items such as a plant or cookies or candy. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy.

The Patterson Library reserves the right to decline any gift which does not further the mission or goals of the Patterson Library or which would result in the incurrence of excessive expense or administrative support. At this time, Patterson Library cannot accept gifts of virtual currency or NFT (non-fungible tokens) .

### Naming Opportunities

Patterson Library offers the opportunity to recognize the generosity of a donor by choosing to create a specific naming designation for a collection, program or portion of our facility. Naming opportunities are also available to honor a person's significant service to the Library. The Board of Trustees of the Library has the sole right to name or rename collections or portions of the facility.

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While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

### **Criteria**

- A person who has provided extraordinary service to the Library or who otherwise merits special recognition;
- Donors who have made a significant financial contribution to the Library including donors who have made a substantial contribution toward the construction or operational support of a major renovation, an endowment for maintenance and operating costs of the library, or other significant program or activity at the Patterson Library.

Appropriate contributions for naming opportunities will be at the discretion of the Board and, depending on the type of gift, will be determined by such considerations as square footage cost, actual cost of equipment, materials, staffing, on-going operating cost, etc.

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect on the Library.

### **Duration of Names and Name Changes**

Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the interior/exterior space, program or collection.

If an area within the Library is substantially renovated, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

### **Removal of Change of Name**

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library reserves the right to remove the individual, family or entities name from the naming opportunity.