



DONATIONS POLICY

Purpose: To outline the Springfield Public Library Foundation's ("SPLF") gift acceptance guidelines and practices on behalf of the Springfield Public Library Department ("Department"). Springfield Public Library Department includes Springfield Public Library and Springfield History Museum

SPLF welcomes and encourages gifts and donations to support the Department's current operations and future development. SPLF accepts financial securities which could include but not be limited to: IRAs, bonds, annuities, life insurance policies and real or personal properties which are consistent with the Department's mission statement.

General Guidelines

- SPLF welcomes any gift that furthers the Department's services, goals, objectives and priorities.
- SPLF will consider non-monetary gifts such as artwork, antiques, collectibles, or other personal property in light of the gift's relevance to Department's needs and objectives. All accepted gifts become the property of the SPLF to be used or disposed of in accordance with the Department's changing needs, unless otherwise agreed to in a signed donor agreement.
- As the recipient of a gift, SPLF will not assign a monetary value to that gift. Appraisals on non-monetary donations will be arranged by donor and paid for at donor's expense as deemed necessary by donor for tax purposes.
- SPLF will investigate and seek cooperation of all donors on the disclosure of liens and encumbrances attached to personal or real property.
- Any one executive officer of SPLF is authorized to sign the SPLF Donor Form.

