

GIFTS, DONATIONS, AND NAMING RIGHTS

General Policy:

The Franklin Lakes Public Library (Library) encourages gift-giving to the Library but will avoid obligations that restrict or impact its resources. Therefore, the Library can only accept unconditional gifts. Any gift to which the donor has attached conditions, terms, limits, purposes, or restrictions (conditional gifts) may be considered by the Board of Trustees of the Franklin Lakes Public Library (Board). It is the prerogative of the Library Director and/or the Board to accept or reject any conditional gift.

Books (Unrestricted Donations):

Unrestricted donations of books, DVDs, and the like must be in good condition and will be accepted, providing the donor understands that the Library will make use of these materials as it sees fit. All such donations may be included by the Library in the collection, discarded, or sold. Upon acceptance, the Library will give the donor, upon request, a receipt for the materials donated; however, no dollar amount will be included on this receipt.

Money/Securities:

Gifts of money, stocks, or securities may be accepted by the Library. The Library will not accept a conditional gift when the monies are designated to purchase a specific book(s) in memory or honor of an individual or organization; the donor may select the subject of interest for the purchase of the book(s), but not the title(s). Professionals at the Library will make the book selections.

Objects/Artwork/Landscaping Plants/Artifacts:

All gifts in this category must be approved by the Board. Upon request, the Library will give the donor a receipt or written acknowledgment for the items donated; however, no dollar amount will be included on the receipt.

Naming/Designations/Dedications:

Regarding the naming or dedication of any exhibit, collection, sign, plaque, section room, or outdoor area maintained by the Library, such designations may be made only with Board approval, at its sole and exclusive discretion. Such designation may occur after a meeting and agreement of the Board.

Any Donor cannot mandate designations. Any designation may be removed, discontinued, or relocated by the Board at any time for any reason without notice to any Donor.

General Definitions:

The Naming Rights Policy covers rooms, spaces, furnishings, equipment, and library collections requested to be named through a designated plaque or nameplate. Other items may be recommended for naming after consultation with the Library Director and Board.

Specific Definitions:

1. A room in the building may include an enclosed room, designated areas such as a story-time corner, or an interior wall.
2. A designated plaque or nameplate may include an inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture.

3. A collection comprises books, media, and other information items.
4. Furnishings and equipment include furniture, computers, and similar articles that are not a fixed part of the building and have a short life span.
5. Financial contributions include outright gifts of money, securities, in-kind donations, and endowments.

Guidelines for Naming:

The appropriate level of financial contributions required for naming opportunities will be determined by the Board. Proposals for naming should be submitted to the Library Director. They should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named room or area. If endorsed by the Library Director, the proposal will be forwarded to the Board for approval. The Board reserves the right to name rooms, install designated plaques or nameplate furnishings and equipment or library collections, according to what is best for the Library.

A proposal for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a person will normally be considered when that person is a benefactor to the Library and the size of the gift merits special recognition.

The Board is grateful for and encourages donations from all individuals, businesses and organizations, but retains the right to decline any gift to the Library or naming proposals.

Naming rights will not extend beyond the normal life of the space or asset. In the event the room or building is significantly altered during the agreed upon time when the gift was made, the Board will have the discretion to either roll the name forward in a similar capacity or solicit donors. Recognition will be for 20 years or for the life of the room (whichever is less), unless the individual or corporation provides continuing or additional support.

The Board reserves the right to choose the wording, size, location and style of the plaque inscription, or other recognition. An appropriate dedication ceremony will be planned and conducted.

Recognition of Gift Levels:

General Room Naming Levels: The Board will determine whether a donation is sufficient for approval of naming rights. The Board will work with the donor to determine the appropriate room or area to be named and will consider the amount of the donation in its decision. As noted above: Recognition will be for 20 years or for the life of the room (whichever is less), unless the individual or corporation provides continuing or additional support.

Sponsorship and Naming: (areas which may be considered)

- Periodical Area / DVD Area / Study Rooms
- Reading Areas / Computer Area
- Teen Room / Medium Meeting Rooms / Drop in Play Area
- Outdoor Meeting or Reading Areas
- Large Meeting Room
- Main Children's Annex / Room
- Other areas will be determined by the Board.

Material/Equipment Gifts:

Donations of materials/equipment and funds to purchase materials/equipment will be accepted with the understanding that the Library reserves the right to determine if, and in what manner, the donated items will be used. The Library will make a good-faith effort to use monies following the wishes of the donor(s). The Library may refuse proposed gifts if restrictions are counter to Library policies.

Commemorative book(s) will receive a bookplate listing the donor and the honoree. An acknowledgment letter will be sent to the person(s) or family of the honored person.

Monetary Gifts:

All monetary gifts will be recognized with an acknowledgment letter.

Current Revision: 1/2024