

OSSINING PUBLIC LIBRARY

GIFT, DONATION, AND NAMING POLICIES

The Ossining Public Library welcomes gifts at the discretion of the Library Director and/or the Board of Trustees. These gifts help enrich and improve public library resources. The Library reserves the right to decline any gift which does not further the mission or goals of the Ossining Public Library or which would result in the incurrence of excessive expense or administrative support.

Tangible Objects and Ephemera

Guidelines

Gift materials will be judged by the same materials selection standards that apply to purchased materials. (See: Collection Development and Materials Selection Policy)

Individual donations to the collection are accepted with the understanding that the library applies the same criteria for evaluating gift material as it applies to purchased material. Gifts may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them or discard them. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

All personal property, art objects, paintings, prints, maps, antiques, and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library.

Gift items will be formally acknowledged if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.

Cash, Securities, Real Estate

Undesignated gifts are preferred. Gifts contingent upon a specific purpose are subject to acceptance by the Library Board. Once accepted, designated gifts will be used so far as is practicable in accordance with such designation. All funds received as gifts are deposited to the Library Endowment Account and expended by approval of the Library Board.

Acceptance of donation of real estate will be determined by the library board based on whether it suits the needs and purposes of the library and whether the library has the ability to cover the insurance and maintenance costs associated with the donation.

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For memorials and honorary gifts, acknowledgment is sent to the donor and the family of the person being recognized. Item(s) to be purchased are determined in consultation with the donor and are marked with donor plates whenever possible.

Naming Policy

The Ossining Public Library (the OPL) welcomes private support directly or through entities under its auspices such as supporting 501(c)(3) funds or organizations including the Ossining Public Library Foundation (“the Foundation”) and the Friends of the Ossining Public Library (the “Friends”). Gifts from individuals, families, foundations, corporations, and organizations may be in the form of significant contributions, monetary or otherwise. The OPL offers a range of opportunities for naming and recognition.

The intent of this Naming Policy is to allow recognition of extraordinary generosity on the part of citizens or organizations that support the Library. This Policy provides flexibility for both a donor and the OPL and is intended to be mutually beneficial. Naming opportunities exist for library facilities, collections, programs, and endowments. In extraordinary circumstances, the Board of Trustees (the “Trustees”) may consider a naming opportunity solely for honorific purposes.

The Policy ensures consistency and equity over time throughout the OPL. It also allows for flexibility in the creation of new areas and opportunities for naming. This Policy is consistent with those in use by other public libraries and institutions.

General Provisions

The Trustees shall have sole responsibility for naming/renaming and dedicating all areas of the OPL (spaces, facilities, furnishings) as permitted under the Bylaws. In addition, the OPL Naming Policy complies with the provisions of the Ossining Public Library Gift and Donation Policy. Gifts to be considered under the provisions of this policy must meet the requirements of the Gift and Donation Policy.

The Trustees will apply the following guidelines when considering a naming/renaming or dedication recommendation:

- Each naming/renaming and dedicating opportunity will be reviewed on a case-by-case basis by the Trustees. The Trustees will create a written agreement between the OPL and the donor for each naming opportunity. This document will include conditions, terms, and payment schedule for a contribution. The Trustees will determine the way each name is recognized. Signage will be uniform and designed to fit with the aesthetics of the Library.

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- The Trustees will determine the appropriate duration of the naming opportunity. In no event shall the Trustees guarantee that a name will be used in perpetuity or beyond the useful life of the spaces, facilities, or specific named items.
- The Trustees shall give special consideration to requests by the Foundation that may directly relate to contributions made to the Foundation for the purpose of improving and enriching the facilities, collections, and programs of the Library.
- All naming opportunities shall be granted at the discretion of the Trustees. Furthermore, the Trustees reserve the right to terminate a naming opportunity if, in its judgment, there are compelling reasons or circumstances justifying such action.

Naming for Donor Recognition

Naming opportunities may be available for individuals, families, foundations, corporations, and other organizations. Naming opportunities are available for outright gifts as well as for long-term pledge agreements with the stipulation that these pledges will be paid over a maximum period of three years. A name conferred in recognition of a pledge is contingent on 100% fulfillment of that pledge.

Naming opportunities are not generally available for gifts of real or personal property until such gifts have been converted to cash, which will then be used as the value of the gift for naming purposes.

Un-naming and Renaming Areas of the OPL

The Trustees may rename or un-name an area of the OPL (facilities, collections, or programs). However, this will be done only after careful consideration of the reason for doing so, review of any agreement or documentation that covers the existing name, the historical significance of that name, and costs associated with making the change.

Naming of facilities (including spaces and furnishings), collections and programs in honor of individuals, corporations, or other organizations will have a set number of years attached to the naming. The number will be determined on a case-by-case basis but will not exceed the useful life of the spaces, facilities, or specific names items. All decisions as to length of naming will be included in the written gift agreement.

Naming for Honorific Purposes

In extraordinary circumstances, the Trustees may approve a naming opportunity within the interior or exterior of the Library for honorific purposes. Individuals who are prominent within the Ossining community may be considered. Preference is given to those who have contributed in significant ways to the OPL. No current staff, Trustee, OPL Foundation Director or staff, or elected Village/Town official is eligible during

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her/his/their tenure. One year must pass before consideration can be given to honoring a deceased person or a significant historical event.

Adopted by the Board of Trustees on January 11, 2010

Revised on August 4, 2010

Revised on April 17, 2023