

# Nampa Public Library

## Gift Acceptance and Naming Policy

Approved by the Board of Trustees 6.11.2012

The Nampa Public Library encourages the charitable contributions by citizens and organizations through the donation of appropriate gifts for the enhancement of the collections or facility through bequests, endowments, trusts, or donations of monetary or other assets for library purposes.

**Gifts:** Donors are encouraged to seek their own legal or tax counsel before making a gift.

In compliance with IRS regulations regarding assigning value to in-kind contributions, it will not act as legal counsel or professional assessor in such cases.

Nampa Public Library will accept gifts of cash and marketable securities and, at the discretion of the Board of Trustees, remainder and lead interests in trusts, real estate, closely held securities, tangible items, retirement plans through bequests or beneficiary designation and life insurance. Tangible items offered to Nampa Public Library may be accepted if they can be readily sold or if they are of "related use." Nampa Public Library will clarify with the donor under what circumstances, if any, it will pay for legal or professional fees with respect to completing a gift.

Nampa Public Library reserves the right to refuse any gift that it believes is too restrictive in purpose or not in its best interest. The decision to accept any gift with restrictions, and/or any gift of other than outright cash will be made by the Board of Trustees. The Board's discussion will be guided by consistency with our mission and preservation of our goodwill in the community.

Gifts of books and other lending items will be accepted by the library only on condition that they become the sole property of the library. Further, the future disposition of such materials will be in accordance with the Board approved collection development policy.

The library will, upon request, provide a written acknowledgment of the receipt of gifts.

**Naming Opportunities:** Include, but are not limited to, areas or features such as meeting rooms, special use areas, collections, programs, and equipment.

The length or duration of the naming opportunities will not extend beyond the useful life of the spaces or equipment named. Named areas will bear the name agreed upon or in a centralized location in the building as agreed at the time of the contribution. The actual recognition marker (plaque, framed acknowledgement, etc.) will be coordinated between the donor and library staff.

If a naming opportunity that fits a specific area of interest has not been identified, The Library Director should be addressed to bring the proposal before the Library Board for determination.

The name to be honored and duration of that honor will be approved by a vote of the Board of Trustees.

## Naming List

### Entry

- Entry area art/Multi-purpose rooms
- Benches
- 3 dimensional hanging art
- Art glass
- Multi Purpose suite or
- Room A
- Room B

### Children

- Area
- Play Area
- Story time area

### 2<sup>nd</sup> Floor

- Teen area
- Fiction area
- Periodical/Reading room
- Study rooms/Technology

### 3<sup>rd</sup> floor

- Conference Room
- Non-fiction area
- Local History room
- Spanish language area
- Reading areas/tables?
- Study Rooms
- Terrace

### Exterior

- Mural art on utility parapet (roof)
- Benches
- Other features