

**JONES MEMORIAL LIBRARY
2311 MEMORIAL AVENUE
LYNCHBURG, VIRGINIA 24501
(434)846-0501**

GIFT POLICY - MATERIALS

1. INTRODUCTION

Jones Memorial Library is a privately supported research library emphasizing Virginia genealogy and history in its collections and services. JML is a non-profit 501(c)3 organization and relies on income from an endowment, donations from the public, grants, and gifts. This policy is established to provide guidelines for the donation and acceptance of materials for the collections. It outlines the types of materials accepted, sets the standards to be used in the receipt of such donations, and outlines the forms and procedures to be used in the processing of gift materials.

2. RESPONSIBILITIES

- a. The Board of Trustees, through the Acquisitions Committee, is responsible for determining and approving all policies applicable to gifts of materials, and for final decisions concerning the interpretation of these policies.
- b. The Executive Director is responsible for interpreting policy to the staff and public, for referring questions to the Acquisitions Committee, and for ensuring that all policies are followed.
- c. Staff are responsible for understanding and abiding by established policies.

3. GENERAL PRINCIPLES

- a. The Executive Director and/or designated professional staff are responsible for communicating with potential donors and will make the assessment of whether or not to accept a donation of materials for the library. Non-designated staff members should refer potential donors to the Executive Director.
- b. Gifts of materials will be acknowledged in writing by the Executive Director or designated professional staff within one month of their receipt. This official acknowledgment will be in addition to letters individual Board or staff members may wish to send.
- c. No written statement of the monetary value of a gift will be sent to any donor (this is in accordance with IRS regulations). Donors needing statements of value need to have formal appraisals done by outside appraisers at their own expense.

d. The Library reserves the right to return or dispose, including the sale of, any gift materials not falling within its needs.

e. All materials, once received, become the property of the Library.

f. All materials received, once they have been processed, will be open for unconditional public use. Any exception will require Board approval.

4. MATERIALS DESIRED AND NOT DESIRED

a. The Executive Director and Archivist will refer to the Library's Collection Policy when determining which materials are desirable for the collection and which materials do not meet the library's collecting needs and priorities.

b. The Library's Collection Policy is regularly reviewed by the Acquisitions Committee and approved by the Board

6. STANDARD FORMS

a. A Deed of Gift form, detailing the donor, the materials and their provenance, is completed for donated materials. A copy will be supplied to the donor and a copy will be kept by the library.

APPROVED:

BOARD OF TRUSTEES

January 11, 2024