



Trumbull Library Gifts Policy

1. Any person or group desiring to make a monetary gift to the Trumbull Library System may vest the title to such donation in the name of the Trumbull Library Board of Trustees. The acceptance of said gift will be held and controlled by the Board in accordance with the terms of the gift.
2. An individual or group making a monetary gift to the Trumbull Library System is, to the extent possible, encouraged to make a gift for general Library purposes rather than for a specific purpose.
3. Books and other Library materials will be accepted at the discretion of the Library Director, and on the condition that that Library Director may make whatever disposition of the books and materials the Director deems advisable.
4. IRS rules require that any tax deduction claimed for a charitable donation be supported by documentation from the charity including the amount of the donation, the date and statement of what, if any, goods or services and the cost of such goods or services were received in exchange. One (1) receipt a year with the aggregate donations is acceptable.
5. Receipt of donations will be acknowledged by the Library Director, or the Chair of the Library Board of Trustees or their designees on letterhead stationery of the Trumbull Library System.

Per directive of the Town Treasurer (on January 6, 2009), the following information must be included:

Date of Donation _____

Donation Amount \$ _____

Statement: No goods or services were exchanged for this donation.

When otherwise, add the following:

Of the above amount, \$ _____ value of goods and/or services were exchanged of which \$ _____ is a tax deductible gift.

6. Receipts of book donations will use the accompanying form.

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees.

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room.

Reviewed and Updated by the Trumbull Library System Board of Trustees - January 13, 2016