



Hagaman Memorial Library

Gifts & Donations Policy

Mission Statement

Hagaman Memorial Library is the center for community enrichment and as such it seeks to provide information, resources and programs for lifelong learning as well as to improve the quality of life of East Haven residents by providing a top-notch collection of materials in multiple formats, current technology, and cultural opportunities.

Purpose of the Gifts & Donations Policy

The purpose of the Gifts & Donations Policy is to provide guidance for librarians and to inform donors of the rules and regulations which determine the proper disposition of gifts made to the Library. This policy is in place to reinforce the Materials Selection Policy by ensuring that the Library Director and Professional Staff select materials and services independently from donors, to ensure that the donation of physical items, services, and funds do not interfere with the Library providing a collection and services which meet a diverse range of interests, tastes, viewpoints, values, and ability levels, in order to serve the greatest number of library users and potential library users possible.

Gifts & Donations

Accepting gifts and donations is an important way for the library to benefit from the generosity of our community. Donations to enrich the library are welcome! This may include the donation of funds or physical items.

It is important to note that no conditions may be placed on any gift by the donor. Funds may be donated toward general programming or toward the collection. Library staff may ask for input from the donor on the intended use of funds donated toward the collection (toward children, teen, adult, or large print materials), and will make a good faith effort to honor this request when possible. Library staff select materials purchased and programs planned with donated funds.

All physical items donated to the library must meet the same selection criteria as items purchased by library staff. All materials donated are evaluated by library staff as to format, condition, quality, and content. Donated items may be used by the library, given to the Friends of the Library Book Sale, or disposed of by other means. The library reserves the right to make the final decision on the use or disposition of all gifts and donations.

Bequests

A bequest to the East Haven Public Library Inc. allows a donor to support and preserve the Library's mission as a free public resource for future generations. Established in 1909 and incorporated in 1921, the East Haven Public Library Inc. is a 501(c)3 nonprofit organization, and has been the beneficiary of gifts from members of our community in the past, who have chosen to include the library in their estate with a planned gift.



Bequests can be made in any amount and can be made by donors of all ages and with many different levels of financial resources. A bequest can take many forms, including a transfer of cash, stocks, bonds, or other assets. This might include making the Library a beneficiary of a retirement account, pension plan, or life insurance policy; a gift to the Library in your estate or trust; or a memorial gift to the Library in honor of a cherished loved one.

Bequests help ensure that the Library you love and enjoy continues to serve our community well beyond your lifetime. Bequest can be modified at any time if your circumstances change, and may be exempt from federal estate taxes. Gifts given in this way help your legacy to live on in the community we serve. If you are interested in making a bequest to the library or would like to learn more, you may contact the Library Director at any time to arrange an appointment and to discuss the best way to structure your gift.

Tree of Knowledge

Hagaman Library welcomes you to our community of learners, thinkers & makers & invites you to participate in our Tree of Knowledge. Custom engraved bronze leaves are available for a \$50 donation to the library, and can be personalized with the message of your choice. Whether you donate a leaf with a favorite quote, a family name, or as a special tribute to someone close to you, The Tree of Knowledge is a perfect way to leave an indelible mark on the town of East Haven.

The Tree of Knowledge is on permanent display in The DeMayo Room as a lasting tribute to those whose names are engraved. You are invited to visit us in person during library hours to read the beautiful thoughts & messages that have already been added through the generosity of other donors like you. Funds from the Tree of Knowledge help support the cost of maintenance and programming at Hagaman Library.

Adopt an Author

If you are looking for a way to support your community while reading your favorite books, we encourage you to consider adopting an author at Hagaman Library. When you enroll in the Adopt an Author program, you agree to sponsor new books published by your adopted author. When your adopted author publishes a new book, the library places an order to add it to our collection. You are billed as the sponsor of the book (usually at a significant discount from the retail price!), and the book is immediately placed on hold for you, so you can skip to the front of the line and always be the first to read your author's new books when they arrive! In addition, your generosity will be recognized with a plate inside every book you sponsor. If you ever want to end your Adopted an Author sponsorship, you can contact the library to cancel at any time. This is an excellent way to read your favorite author's newest books at a discounted price while supporting your library and sharing your favorite author with the community!

Approved by the Board of Trustees November 19, 2024.