



## **“Volumes of Appreciation” Policy**

Effective Date: April 10, 2002

### **I. POLICY OVERVIEW/DESCRIPTION**

The Kellogg-Hubbard Library maintains the “Volumes of Appreciation” wall as a way of recognizing major gifts to the Library. Names are entered on the wall following the criteria and procedures below.

Minimum giving levels for the sizes of the painted books upon which names are inscribed are

- \$5,000            Small book
- \$10,000        Medium book
- \$15,000        Large book

Qualifying gifts may be

- For Library operations
- For unrestricted Library endowment
- For agreed-upon restricted endowment
- Other major donations, as defined in the Library’s Gift Acceptance Policy
- To a Library capital campaign (See following note.)
  
- NOTE: In some circumstances, such as a capital campaign, the Board of Trustees may decide to recognize donors on a plaque or in other ways and not to use Volumes of Appreciation or duplicate names there.

Gifts must comply with all terms of the Library’s Gift Acceptance Policy.

Recognition on “Volumes of Appreciation” is intended for single, large gifts—not for an accumulation of gifts of many years. In the event that a donor promises a large gift in a specific, comparatively short period of time (such as \$5,000 over three years), upon receipt of the final payment, the name may go on the wall.

A party’s name may be entered on only one book on the wall.

Except in the case of irrevocable planned gifts, names will be entered on the wall when the appropriate gift level is received by the Library. (In the case of planned gifts, the Library needs to have started to receive the gift; the Nonprofit Director will determine the appropriate point for adding a name.)

The Board of Trustees may approve special circumstances in which a party's name may be added to the wall for exceptional service to the Library without the prerequisite financial donation.

## **II. AREAS OF RESPONSIBILITY**

The Nonprofit Director determines qualifications for gifts for naming on the wall and will ensure that donors want their name on the wall. The Nonprofit Director also has final authority of the design, type face, style and wording of what is on books.

## **III. REVISION HISTORY**

This policy supersedes any Library policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision. The Kellogg-Hubbard Library Board of Trustees reviewed and approved this procedure on September 18, 2019.

<b>Date</b>	<b>Revision #</b>	<b>Modification</b>
2019-09-18	3.0	Updated with edits due to administrative change.
2016-06-15	2.0	Policy revised for formatting, clarity of language.
2004-11-17	1.0	Giving level changes approved.
2002-04-10	0.0	New policy approved by Kellogg-Hubbard Library Board of Trustees.