

## **DONATION POLICY**

### **MONETARY DONATIONS, MEMORIALS, BEQUESTS**

The Library gratefully accepts monetary gifts from individuals, businesses, corporations and organizations. Donations are deposited in a special Library Donation fund. They are not used for operating expenses, but are used in accordance with the Library's mission for special purchases, programs or projects.

Donors are welcome to specify a general preference for the allocation of their donation, i.e. children's programs, building projects, or collection. Library staff will then determine the most appropriate use of the funds.

Monetary donations over \$100 may be designated for a specific subject area of the collection by the donor, if desired. The librarians will then select materials appropriate for that collection area. Donor bookplates may be added to the materials upon request, format permitting.

### **MATERIALS**

The Library welcomes donations of materials (books, movies, cds, etc.) that are in good condition and have been published/produced within the last 10 years (with the exception of historical materials). We do not accept magazines, sets of encyclopedias, or textbooks.

Damaged, musty, or mildewed items should be disposed of and not brought to the library. If a donor wishes to donate a magazine subscription or a new set of encyclopedias to the Library, they should contact the Library Director.

The library reserves the right to utilize donated materials in whatever way best benefits the collection and services of the library. Donations that fall within our collection development guidelines may be added to the collection. Donations not added to the collection may be given to the Friends for inclusion in their book sales, passed on to other libraries, or discarded if necessary.

Due to the quantity of donations, materials donated to the Library cannot be accepted on a conditional basis and items not added to the collection cannot be returned to the donor. All donations become the property of the library.

A letter of receipt for tax purposes is available on request. The donor is responsible for determining the value of any donated items.

### **ART**

Donations of artwork may be accepted by the Library. Donated pieces may be approved for display in the library or they may be sold with the proceeds going to the Library donation fund.

## **LEGAL DISCLAIMERS**

- The Library Board reserves the right to accept or refuse all gifts.
- Any monetary donations made to the St. Francis Public Library will be deposited in the Library Donation Fund and will remain under the control of the Library Board.
- The Library accepts gifts with the understanding that no restrictions will be applied to the gift, unless jointly agreed upon by the donor and the Library Board.
- Once an item is accepted by the Library, the item becomes the sole property of the Library and may be handled in any way the Library deems appropriate.
- The Library reserves the right to sell or dispose of any gift without notification to the donor if the item no longer serves the purposes of the Library.
- Donations are tax deductible to the extent provided by law. Library staff cannot place a value on donated items, but will provide a donation letter at the time of donation.
- Donor names are public information unless the donor requests anonymity.
- Acknowledgement of any donation may take one of several forms, including but not limited to:
  - A special program or media campaign to announce the donation.
  - Library bookplate(s) with the donor name, or name of person being memorialized, format permitting.
  - A small plaque on or near a physical object or feature in the Library building.
  - An announcement at a Library program.
  - Acknowledgement in a Library promotional publication, newsletter, display, advertisement, or on the Library website.
  - A letter to the person/family of the person being honored/memorialized by the donation.

**Approved by the St. Francis Library Board  
4/9/14**