

Douglas Library

Donations/Gifts Policy

Purpose

Throughout its long history, the Library has been enriched by the generosity of members of the community. This tradition of support has contributed significantly to its growth and excellence.

This policy offers guidance on donating to the Library.

Scope

This policy applies to all gifts offered to and received by the Library. Donations in many forms are welcome including cash, securities, trusts, real or personal property, et cetera; however, donations with restrictions are generally not accepted.

Roles and Responsibilities

The Library Director is responsible for approving donations. Those offered with encumbrances or conditions require the additional approval of the Library Board.

Procedures

1. Acknowledgment of Gifts: All gifts, other than donations of used materials, shall be acknowledged in a timely manner with a personal thank-you note to the donor from the Library Director or designee. The note shall include any information required by the Internal Revenue Service regarding gifts to a public institution. (See IRS Publication 526 concerning charitable donations). When a gift is in honor or memory of an individual, a letter will also be sent to that person, or the family, informing them of the tribute. At the discretion of the Library Director, gifts may be acknowledged by posting the names of donors within the Library, in suitable publications, or mailings. A donor may request that the gift remain anonymous. Rooms and areas of the Library may not be named as acknowledgment of a gift.

2. Donor Identification: A nameplate may be placed in donated items. It will contain the name of the donor or person being honored. Similar recognition may be contained on a plate affixed to or near donated artwork or personal property valued at \$1,000 or more. Donor identification cannot be guaranteed.

3. Valuation: The Library will not appraise or estimate the value of gifts or donations. That responsibility lies with the donor.

4. Disposition: Personal property, art objects, portraits, antiques and other collectibles will be accepted on the condition that they may be returned, kept, sold, given away, or discarded at the discretion of the Library Director.

5. Books and Media: Donations of books and/or other media are accepted with the proviso that Library Staff is free to decide whether to keep the item for the Library's collection; pass it along to the Friends of the Douglas Library, who may or may not put it in a book sale fundraiser; or discard it. Once an item is donated, the Library accepts no responsibility for the item's condition, whereabouts, or return to the donor.

The Library accepts donations of books and other media in good condition except the following:

- Textbooks
- Reference books
- Encyclopedias
- Computer books
- VHS tapes
- Cassette tapes
- Any item with mold or a musty odor. Items containing mold or odor can spread to adjacent items and potentially destroy a collection.