

# Gifts and Donations Policy

The Library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the Portage County Public Library welcomes gifts of cash, securities, Library materials, furnishings or real property.

## ACCEPTANCE OF GIFTS

1. Any donations or gifts to the Library must be approved by the Library and consistent with the Library's policies, goals and objectives, and/or strategic plan

2. Books or other materials purchased by the donor for presentation to the Library will be gratefully accepted provided the items were approved by Library staff prior to the donation. They must meet the Library's selection policies and procedures and, in the opinion of the professional staff, enhance the value of the Library's collections.

3. Donated books are evaluated according to the same criteria that are applied to purchased material, except they do not need to be pre-approved. Donated materials which have not undergone the Library's selection process will be disposed of at the discretion of the Library. Books not added to the Library's collection may be sold at the Library Foundation annual or ongoing book sale. Used materials, donated specifically for the annual Foundation book sale, must meet the criteria established in Policy Statement #4 below. The Library reserves the right to refuse to accept any materials, which would merely create a disposal problem. [See Policy Statement #5 below.] Due to the large amount of donated materials collected each year, the Library will only accept two (2) boxes / bags of materials each week per donor.

4. The Library is most interested in the following types of materials for inclusion in its collections or for offering to the Portage County Public Library for possible resale:

- Hardbound current novels for recreational reading
- Non-fiction books with current information
- Biographies and autobiographies
- Children's books
- Paperback books
- Books of local interest
- Media material: books on CD, DVD's, puzzles, etc.

5. Books and periodicals that we cannot use or accept as they present a disposal problem:

- Outdated informational books (technological, tax, investment, medical, educational, legal, etc.)
- Textbooks or encyclopedias
- Items that are grimy, musty, moldy or mildewed
- Books with torn pages or missing covers, or that are written in
- Books with editorial comments either written or typed in them
- Most periodicals, especially National Geographic
- Puzzles with missing pieces
- Outdated formats such as cassettes or VHS tapes
- VHS / Pirated videos and programs recorded from TV

6. All donations become the sole property of the Library. No gifts are accepted unless freely given to the Library without restriction to be used as the Library sees fit.

7. The decision as to the acceptance of furnishings and equipment shall be made by the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.

8. The decision as to the acceptance and location of gifts of landscaping items shall be made by the Library Director and the Library Board of Trustees, on the advice of the Portage County Facilities Department.

9. The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture and signage shall be made by the Library Director and the Library Board of Trustees, on the advice of the Portage County Facilities Department.

10. Gifts of cash, securities, real property and bequests that support the mission of the Library will be handled by the Library Director, who, with the Library Board of Trustees, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

#### DISPOSITION OF GIFTS

1. Gift items will be integrated into the regular Library collections in normal sequence, available to all Library patrons, and otherwise handled as any other material belonging to the Library.

2. The Library will place a bookplate into books purchased with donated monies when appropriate; however, the Library will not agree to form separate collections of either donated materials or materials purchased with donated money.

3. The Library retains unconditional ownership of an accepted gift. All donations are accepted only if the Library Director or the Board of Trustees determines that they can be utilized by, or benefit the Library. Once conveyed to the Library, no gift will be returned to the donor.

4. The Library reserves the right to decide the conditions of display, housing, and access to the materials.

5. All gifts may be utilized, sold or disposed of in the best interest of the Library. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out, damaged, or lost gift items.

6. The Library is not obligated to keep donated materials for any length of time. The Library Director reserves the right to make the final decision on the disposition of any gift.

7. Monetary donations to the Portage County Public Library will be deposited in the organization's accounts and used in accordance with the donor's wishes.

## ACKNOWLEDGEMENT OF GIFTS

1. All gifts, other than donations of used materials, shall be acknowledged by a letter to the donor from the Library Director or an appropriate representative of the Library.

2. The Library will not appraise items for tax purposes. The Library is unable to provide book value statements to patrons. Establishing accurate prices can be a complex procedure, requiring a time consuming search in auction records and price guides, which are not readily available in libraries. Patrons who wish to have items appraised must themselves acquire and pay a professional appraiser.

For further information about IRS regulations, publication 561, "Determining the Value of Donated Property,". The Library will provide (on request) a receipt to donors of gifts which, while acknowledging the quantity and type of donation, will not establish, assign, or concede any value.

3. The donor must bear the full and current cost of any donated item accepted by the Library. No recognition plaques or plates of any kind will be affixed or connected with any item for which the full retail price has not been borne by the donor seeking said recognition.

4. The Library will be in charge of selecting, designing and installing any memorial gift plaques, labels or bookplates. The wording will be composed in consultation with the donor.

5. The donor must pay the full and current cost of any plaque, although the Library will, at no charge to the donor, affix a bookplate or label to any donated book or other materials. Gift bookplates or labels will be affixed inside those materials chosen or accepted by the librarian in accordance with the donor's request.

6. For items other than materials in the resource collection, it shall be the final decision of the Library Director as to whether a plaque will be affixed to or near an item, or whether the donation will be recognized in some other location or fashion.