

# Donations Policy

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*Adopted May 1992*

*Revised February 2019*

*Next review scheduled for February 2023*

## Purpose

The library welcomes all donations and would like to recognize gifts with appropriate acknowledgement. This policy provides guidance for those wishing to make a financial or material donation to the library and outlines the library's responsibilities in receiving gifts.

## Financial Donations

The library greatly appreciates any monetary donation from individuals or organizations in our community and will use all donation funds to support library programs and services to the public. If a donor wishes to earmark funds for certain materials or projects, the library will honor those requests when possible.

Some donors are entitled to formal recognition by the library depending on the size of their gift. The library will maintain a Benefactors' Wall to display name plaques in honor of those who give \$1,000 or more. The guidelines also suggest the following additional recognition:

- **A donation of \$2,500** will be recognized by naming a range of shelving after the donor.
- **A donation of \$5,000** will be recognized by naming a collection after the donor (including bookplates for each item in the collection).
- **A donation of \$10,000-\$49,999** will be recognized by using the funds to create or refurbish an area of the library (including furniture and/or equipment and associated library materials) that will be named after the donor.
- **A donation of \$50,000-\$99,999** will be recognized by using the funds to create or refurbish a major service area of the library (including furniture and/or equipment and associated library materials) that will be named after the donor.
- **A donation of \$100,000** or more might include naming one of the library's meeting rooms after the donor, naming a library facility after the donor, or using the funds to complete a special project at the behest of the donor.

## Material Donations

The library will accept all donations of books and other library materials, whether used or new. Those interested in making a material donation can bring these items to the circulation desk of the library. Staff will assess items according to our existing Collection Development Policy for inclusion in the

library's regular collection. Items that cannot be added to the collection will be given to the Friends of the Library book shop, whose proceeds benefit library programs and services. The library will provide a tax receipt for any material donations verifying the number of items received, but cannot attest to the value of any material donation.

Those wishing to make a donation of equipment, furniture, or artwork to the library should speak with the director to determine whether or not such items are needed and fit with the library's existing mission and aesthetic. Any of these donations which are accepted by the library will be labeled with a plaque recognizing the donor. Gifts of equipment, furniture, or artwork become the property of the library, who will determine the location and retention of the donation; however, the library will make a good faith effort to honor the wishes of the donor in these matters. The library cannot accept temporary or permanent loans of equipment, furniture, or artwork. In the case that the library wishes to relinquish a previous donation, the library may, at the discretion of the director, make an attempt to contact the original donor to ask if they would like the item(s) returned.

## **Memorial Gifts**

Those wishing to make a material donation in honor of another person may make a donation to the memorial book fund. The library will make every effort to purchase specifically requested titles or types of books based on availability and will place bookplates in the material. The library maintains a permanent and publicly accessible record of all memorial gifts that lists the person honored, the library materials donated in their name, and the donor's name.