

# **Donations Policy**

Valley City Barnes County Public Library

Adopted March 2015

## **Gifts of Materials**

The Library gladly accepts donations of books and A/V materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Valley City Barnes County Public Library reserves the right to accept or dispose of any gift through transfer to another library, transfer to the Friends of the Library organization for inclusion in their sales or for charitable donations, or to discard/recycle them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include: issues of periodicals, items that are moldy or foul-smelling, items that are visibly water damaged, and items in poor physical condition.

## **Gifts of Periodical Subscriptions**

Subscriptions for which there is no indexing and which have limited appeal are marked "Complimentary" and no back files are kept.

## **Monetary Gifts**

The Library gratefully accepts monetary donations without conditions on their use. Such money is deposited in the Gifts and Contributions Account for future expenditure by the Board.

The Library accepts monetary donations for major and/or minor capital improvement projects. Such money is deposited in the Capital Improvement Account for future expenditure by the Board upon completion of a designated project previously approved by the Board.

Donations will also be accepted for the purpose of purchasing library materials consistent with the Library's Selection Policy. Such money is deposited in the Operations Account for expenditure by the Library Director and/or the collection development staff during that fiscal year.

Public acknowledgement of monetary gifts is at the discretion of the Library Board.

## **Memorials**

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations deposited in the Gifts and Contributions Account administered by the library board. The Library will make

every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

Bookplates will be placed in items purchased with memorial and tribute gift funds. Each bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of the gift.

All memorial materials purchased will be subject to the library's de-selection policy. The library cannot retain items in perpetuity nor can those items be returned to family directly upon de-selection.

### **Artwork**

The Library will avoid the installation of permanent displays or artistic decorations in favor of rotating displays and works of art that will serve to stimulate and renew interest. The following points will be considered by the Library before accepting a gift of this kind:

- Does it conform to the general architecture of the building?
- Will it fit comfortably into the space available?
- Is the object appropriate to Library objectives or would it be better elsewhere?
- Will it cost more to accept the gift than it is worth to the community? Costs that must be weighed may include: insurance, restoration, display, maintenance, storage, etc.
- Is it generally acceptable to the Board?

No such gift will be accepted, unless it is freely given and with the agreement that library may dispose of the gift as it sees fit (including selling it, discarding it, or giving it away) and store the gift or move it to various locations.

All gifts shall be acknowledged with a personal note from the Director to the donor.

### **Miscellaneous Gifts**

The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Library Board on the advice of the Director. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed in this policy shall be made by the Library Board on the advice of the Director.