

RUTH CULVER COMMUNITY LIBRARY LIBRARY POLICY

GIFT ACCEPTANCE POLICY

I. Introduction

- (A) The Ruth Culver Community Library welcomes and encourages gifts that will enhance and expand library services.
- (B) As specified in Wisconsin State Statutes 43.58, "The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund."
- (C) Gift funds shall, in general, be for special projects, programs or resources and do not replace regular municipal operating or capital improvement budget appropriations.
- (D) Gift funds have been responsible for significant enhancements to library services during the history of our library.

II. Donation of Collection & Aesthetic Items

- (A) All donations become the property of the library which has the authority to make whatever use of the materials it deems appropriate including: addition to the library collection, donation to the Friends of the Ruth Culver Community Library, transferring to other libraries, donating to charitable organizations, selling of the items or discarding (if condition warrants).
- (B) The request for special housing or handling or other restrictions of any item offered as a gift may cause it to be declined.
- (C) Upon request, the library will provide a receipt of acknowledgement of the items donated. Value appraisal for tax purposes is the responsibility of the donor; the library cannot provide an estimate of the value for donated items or sign any statement of value.
- (D) The library appreciates donations of new and gently used items including books, audiobooks, music, movies and other library materials.
 - 1. Because of their limited value to the library, the library is usually not able to accept donations of textbooks, encyclopedia sets, Reader's Digest, old magazines, VHS tapes, or items in poor physical condition.
 - 2. Library staff is responsible for the evaluation and selection of gift materials in accordance with the collection development policy.
 - 3. Gift items added to the collection or library may be withdrawn or removed at any time and the library cannot notify donors of withdrawal or replacement of such items.
- (E) Gifts of aesthetic items including art, portraits, antiques, other museum objects, furniture and toys are accepted or rejected on the basis of suitability to the library's mission, decor, and availability of space for display.
- (F) The library reserves the right to refuse donations of collection and aesthetic items if the Director determines they are not of use to the library.
- (G) All donated materials must be delivered to the library as staff is not able to pick up donations.

III. Financial Contributions

- (A) Gifts of financial contributions help to enrich and enhance the library's services.
- (B) Contributions are encouraged to be made to the Friends of the Ruth Culver Community Library, a 501(c)(3) organization. The library will accept gifts made directly to the Ruth Culver Community Library should this be the preference of the donor.
- (C) Bequests and gifts of money without restrictions are always accepted and are encouraged to be given to the Friends of the Ruth Culver Community Library.
- (D) A written acknowledgement will be provided to the donor for all financial contributions made to the library.
- (E) Memorial and honorary gifts are welcomed.

1. Memorial gifts may be donated in remembrance of a loved one.
2. Honorary gifts may be made to celebrate a special person, occasion or milestone.
3. A special nameplate is included in each title purchased, recognizing the name of your honoree.
4. The library will provide an acknowledgement of your gift to the honoree or their family member, if contact information is provided by the donor.

IV. Restricted Gifts to the Library

- (A) The Library Director may accept financial gifts designated for purposes such as collection, programming, building/capital needs, endowment, and other general areas of library operation; including those designating a desired audience (e.g. teen) or format (e.g. large print titles).
- (B) Financial gifts on which the donor places restrictions or special conditions beyond this type of designation are only accepted when these restrictions or conditions are approved by the Library Board.
- (C) The Library Director may request Library Board approval for any restricted gifts or aesthetic items, even when not required, to ensure that the acceptance of the gift is in the best interests of the library.

V. Deposit and Expenditure of Gift Funds to the Library

- (A) Gift funds will be deposited locally at the Bank of Prairie du Sac for expenditure as approved by the Library Board.
- (B) The Library Board may create additional accounts, as needed, for gifts of a specified nature.

Approved by Library Board

Date: 11/11/2015

Amended/Modified by Library Board

Date: