



PRAIRIE RIVER LIBRARY DISTRICT

GIFT AND DONATION POLICY

Prairie-River Library District

Mission

To enrich lives and strengthen communities through universal access to information and services.

Introduction

The Prairie-River Library District acknowledges the importance of gifts and donations to the library's future growth and development. In recognition of such, the district welcomes gifts and donations of cash, securities, bequests, library materials, equipment, furnishings, or real property. This policy governs the acceptance of gifts by the district and its individual branches, and provides guidance to prospective donors.

Acceptance of Gifts and Donations

- a) Any gift or donation to the library must be consistent with the library's policies, goals and objectives, and/or Strategic Plan. The library reserves the right to refuse any gift or donation.
- b) All gifts and donations become the sole property of the library. No gifts of this nature are accepted unless freely given to the library without restriction to be used as the library sees fit.
- c) Donated library materials will be gratefully accepted provided they meet criteria outlined in the district's Collection Development Policy.
- d) Donated library materials which have not been added to the library collection will be disposed of at the discretion of the library. Materials in good condition may be sold at Friends of the Library book sales. The library reserves the right to refuse to accept any materials that would merely create a disposal problem.
- e) The library does not accept donations of the following materials;
 - i. Items that are grimy, musty, moldy, or mildewed, or that have sustained water damage.
 - ii. Books with incurred damage such as torn pages or missing covers, or that have been written in.
 - iii. Abridged or condensed books, or books with redactions or editorial comments.
 - iv. Materials in outdated formats such as VHS or audio cassette.
 - v. Pirated materials or materials that infringe on any copyright.
 - vi. Periodicals (newspapers and magazines) will be accepted at the discretion of the library.
- f) Decisions regarding the acceptance of equipment or furnishings will be based on need, space, impact on staff time, and expense and frequency of maintenance.

- g) Gifts and donations of cash, securities, bequests and real property that support the mission of the library will be handled by the Library Director, who, with the Board of Trustees will work out terms of acceptance that are compatible with library goals and objectives, and/or Strategic Plan, the donor's intent, and applicable laws.

Implementation of Gifts and Donations

- a) Donated library materials 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. The library is not obligated to keep donated materials for any length of time. The library will not agree to form separate collections of either donated materials or materials purchased with donated money. The library reserves the right to decide the conditions of display, housing, and access to the materials. When donated materials are de-selected from the collection per the district's Collection Development Policy, the library will not notify the donor of their withdrawal. The library will not automatically replace donated materials that are worn-out, damaged, or lost.
- b) The library retains unconditional ownership of accepted gifts and donations. All gifts may be utilized, sold or disposed of in the best interest of the library. All donations are accepted only if the Library Director or Board of Trustees determines that they can be utilized by, or benefit the library. Once conveyed to the library, no gift or donation will be returned to the donor.
- c) All monetary donations will be conveyed and transferred to the Prairie-River Library District, who will deposit them in the district's accounts and use them or invest them from that fund in accordance with the donor's wishes.
- d) The library will not appraise donated library materials for tax purposes. The library will provide (on request) a receipt to donors of un-appraised items which, while acknowledging the donation, will not establish, assign, or concede any value.
- e) All gifts or donations, other than donations of library materials, shall be acknowledged by a personal note to the donor from the Library Director or an appropriate representative of the library.
- f) Recognition of gifts or donations that include naming opportunities will be determined by the Board of Trustees on a case by case basis.

Adoption date: September 24, 2019