

# Crook County Library

## Gifts & Donations Policy

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**Adopted: February 12, 2015**  
**Last updated: October 13, 2016**

### **Purpose of the Policy**

Crook County Library appreciates the generosity of donors who wish to give it special support. Gifts are accepted that are consistent with the library's strategic plan and policies. Such gifts are not intended to replace public support, however these private resources can extend and enrich library services. This policy establishes guidelines for receipt, acknowledgement, management, and disposition of gifts. The Library Director has the authority to accept gifts and donations as outlined in this policy. The Board of Trustees shall make final decisions regarding gifts and restrictions not covered in this policy.

### **Policy**

The library welcomes gifts of collection materials, tangible property, artwork, real property, cash, stocks, and bequests. Once accepted, gifts become library property; any restrictions on the library's ownership must be approved by Board of Trustees and documented in writing. The library reserves the right to decline any gift. Acceptance of gifts does not constitute or imply endorsement by the library or County of any service, product, or business of a donor.

### **Guidelines**

#### **Donations of books and media materials**

The Friends of the Crook County Library, an independent 501(c)(3) nonprofit, collect collection materials to benefit the library. Some items are incorporated into the library's collection per the Collection Development Policy, some are sold, while others are distributed, recycled, or discarded. Individuals interested in donating large quantities of materials are asked to contact the library prior to delivery. The Friends may lack the capacity to process exceptionally large contributions.

#### **Financial Donations**

Unrestricted monetary gifts are gratefully accepted to be used at the library's discretion. Checks should be made payable to Crook County Library. Because restricted gifts may be complex, the library only will accept restricted gifts of \$5,000 or more, if the conditions are acceptable.

#### **Recognition Gifts**

The library welcomes monetary gifts for purchase of collection materials, given in recognition of individuals or organizations. Library staff will select items that match the donor's preferences when

possible, in adherence with the Collection Development Policy. The name of the recognized person or organization and the donor will be noted on the item(s), if requested by the donor.

### **Real Estate**

The library will accept gifts of real property after a consideration by the Board of Trustees, Library Director, and Crook County legal counsel.

### **Bequests and Planned Giving**

The library may be listed as a beneficiary in a will. An individual interested in including the library in their estate planning should consult with their attorney and the Library Director to formulate appropriate terms.

### **Tangible Personal Property**

Gifts of artwork, furniture, equipment, and other tangible objects will be accepted if they have a use in the library. If an item cannot be used, the library may sell the item and use the proceeds as it deems appropriate. Because of limited space, potential art donors should discuss possible gifts with the Library Director. Gifts requiring extensive regular care, specialized display, or conservation may be accepted when accompanied by adequate funding to provide such care.

### **Gifts-in-Kind**

The library welcomes gift offers of goods and services to supplement the library's regular resources.

### **Valuation**

The library cannot assume the responsibility for estimating the value of donated materials for tax or other purposes.

### **Recognition and Acknowledgement**

The library will provide timely, written acknowledgement to donors if contact information is provided. Upon request, acknowledgements are also sent to individuals whom donors wish to notify of the gift. Cash donations of \$500 or more may be honored with plaques placed on the shelving display ends. Plaque wording may be selected by the donor, with approval of the Library Director. Gifts may be recognized in library announcements, reports, and social media. The library will also track publicly gifts worth more than \$100 and recognition gifts. Donors may request not to be acknowledged. Donations of books and media are generally acknowledged only through gift receipts, as outlined in the Collection Development Policy.

### **Sponsorship**

The library appreciates the opportunity to partner with local businesses and organizations to co-sponsor library programs and services. All support must be consistent with the library's strategic plan and policies, including the Programming and Outreach Policy.

Sponsors may be recognized by one or more of the following, depending on the sponsor's wishes: letter of acknowledgement, use of sponsor's name and/or logo on documents or publicity, recognition of support in library reports or in social media, a framed certificate of appreciation, press releases, or other methods.

### **Future Disposition of Gifts**

Because tangible items may become worn, damaged, outdated, or unused, the library cannot guarantee that any gift or tangible acknowledgement will be retained permanently. Items in the collection will be removed in accordance with the Collection Development Policy and Crook County surplus policies. Donors will not be notified unless specifically noted in the terms of the donation.

Recognition plaques may be removed, but if possible will be relocated or retired. If it is infeasible to retain the physical plaque, it will be documented in a manner accessible to the public.

### **Personal Gifts to Library Staff**

Individual library staff cannot accept gifts or any form of currency for the services they provide as an employee. Appreciative individuals are encouraged to make donations to the library as a whole, or to provide a gift that all staff can enjoy.

### **Friends of the Library**

In addition to contributed directly to the library, individuals or organizations may make tax-deductible gifts to the Friends of the Crook County Library, a 501(c)(3) organization. The Friends is a separate entity that exists to support, advocate for, and enhance library operations.