

Gifts and Donations Policy

Adopted: 10/09/1990
Revised: 11/15/2018
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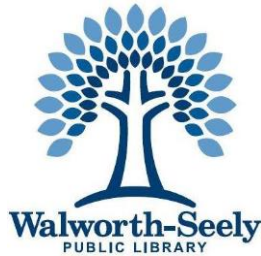
Donations in the form of gifts and monetary sponsorships are accepted by the Library Board to further the mission of the library. The Library retains unconditional ownership of all donations with the right to make decisions on the acceptance, use and disposition of said item.

The library will accept a donation or gift with the donor's agreement and an understanding of the following policies and conditions:

1. Gifts are accepted, used, loaned, displayed, donated, traded, sold or otherwise disposed of at the discretion of the Library Director and/or the Library Board.
2. The Library reserves the right to refuse any gift, and to accept or discard any goods or materials sent unsolicited.
3. Donors may request a Library Donations Form at the time of the bequest. Assignment of value for income tax or other purposes is the responsibility of the donor. The Library does not appraise materials for donors, nor endorse appraisals provided by donors.
4. Monetary donations of \$500 or more will be recognized by the library in publicity for the event or service in which it sponsored.
5. All major donations are subject to the acceptance of the Walworth-Seely Public Library Board of Trustees.

Books and Other Materials

Copies of guidelines are available at the Circulation Desk. Evaluation and disposition of gift materials is the responsibility of staff and volunteers authorized by the Library Director. Gifts to be considered for the Library collection are evaluated according to the Library's materials selection policies. Acceptance of donated books and other materials in no way guarantees their inclusion in the Library's collection. Most gifts are used in Friends of the Walworth-Seely Public Library book sales to benefit the Library, and some are discarded.



Memorial or Honor Books:

The library encourages gifts of money for the purchase of memorial or honor books. The donor may specify a certain book or subject area, or the choice will be left to the Library Director. A gift plate will be placed in the book, and an acknowledgement will be sent to the donor and the family of the commemorated. These materials will be inter-filed with other material on the same subject, and subject to the same criteria as the rest of the collection.

Furnishings, Equipment, Art Work

Acceptance is subject to recommendation of the Library Director and approval of Library Board. Prospective donors should make written application to the Library Board regarding item(s) to be donated, including a full description of the item(s), the donor's estimate of value, and instructions for use, if any. The Library Board's decision will be made at a regular Board meeting and communicated in writing.

Donors are encouraged to consult with the Library Director regarding items needed by the Library.

Cash, Securities, Real Estate

Undesignated gifts are preferred. Gifts contingent upon a specific purpose are subject to acceptance by the Library Board. Once accepted, designated gifts will be used so far as is practicable in accordance with such designation. All funds received as gifts are deposited to the Library Account and expended by approval of the Library Board. For memorials and honorary gifts, acknowledgment is sent to the donor and the family of the person being recognized. *Donors are also encouraged to consider making their gifts to the Friends of the Walworth-Seely Public Library.*