



## Gift and Donation Policy

Gifts are welcome and encouraged, with the donor's agreement and understanding of the following policies and conditions. All accepted gifts and donations shall comply with all relevant federal, state and local laws that determine how a public institution should handle funds.

Gifts are accepted, used, loaned, displayed, donated, traded, sold or otherwise disposed of at the sole discretion of the Library. In the case of disposal of an item, donated items will not be returned to the donor. The Library will not accept anything that is not an outright gift.

Every effort will be made to abide by agreements made with respect to gifts. However, because of circumstances such as ordinary wear, theft, mutilation, obsolescence and changing Library needs, no guarantee is made that any gift will be permanently displayed or kept by the Library.

Receipt given by the Library to donor is limited to a general acknowledgment of gift(s) received. 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. It is recommended that the donor make a list of any item(s) donated.

The Library reserves the right to refuse any gift, and to accept or discard any goods or materials sent unsolicited to the Library. A gift will be judged based on its suitability to the purposes and needs of the Library, the laws and regulations that govern its ownership, the Library's ability to cover insurance and maintenance costs associated with it, whether it is in acceptable physical condition and can be used in accordance with the wishes of the donor.

Donations are accepted according to guidelines established by Library Administration. 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 Warner Library book sales to benefit the Library, and some are discarded.

Items not accepted are: magazines; textbooks and encyclopedias; and, anything in condition less than excellent. Items with a noticeable smell or with evidence of mildew will be refused. Such items should be discarded at home, as they are of no value as donations.

For donations of materials such as furnishings, artwork or other non-traditional library materials, prospective donors should make written application to the Library Director 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 Director will make a recommendation for acceptance or not to the Board of Trustees. The Board's decision will be made at a regular Board meeting and communicated to the prospective donor in writing.

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

Regarding donations of cash, securities and real properties, 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 Board 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. Item(s) to be purchased are determined in consultation with the donor and are marked with donor plates whenever possible.