

DOOR COUNTY LIBRARY

Policies & Procedures

Subject : **Donations & Gifts**
Effective Date : **February 15, 2021**
Source/Date : **LIBRARY BOARD – 2/15/21**

Purpose

The purpose of this policy is to establish guidelines for accepting donations and gifts made on behalf of the Door County Library and Branches. This policy applies to monetary and material donations and gifts.

Monetary Donations and Gifts

The Door County Library appreciates the ongoing support of the communities it serves and welcomes monetary donations and gifts for the following recipient categories:

Door County Library and Branches – Donations and gifts may be made to the Door County Library or a specific branch as memorials, general donations, or for a special program or event. All monetary donations and gifts are accounted for by the Door County Library headquarters.

The Friends of the Door County Libraries (Friends) – Donations and gifts may be made to The Friends of Door County Libraries and received at the Door County Library and Branches. Distribution of resulting funds to benefit the Door County Libraries is determined by the Friends Board and the Library Director.

The Door County Library Foundation, Inc. (Foundation) – Donations and gifts may be made to the Door County Library Foundation, Inc. and received at the Door County Library and Branches. Distribution of funds to benefit the Door County Libraries is determined by the Foundation Board at the request of the Library Director.

Material Donations and Gifts

Donated materials and gifts may be added to the library collection under the same materials management criteria used for purchased items. The library director or a staff representative reserves the right to classify, arrange, and make accessible the material in whatever fashion is most in keeping with the library's needs. Donated materials, once added to the collection, will be subject to the library's regular retention standards.

Donated materials may be offered to The Friends of Door County Libraries for the purpose of selling the items to benefit the libraries. Funds from sales are intended to supplement library materials and programs, not to replace the budgeting process. Any items unsold by the

Friends of the Library may then be donated to another organization or discarded. The Friends in conjunction with the Library Director or designated staff determines what is considered acceptable for their needs.

Disclaimers

The Library Board of Trustees reserves the right to accept or refuse all donations and gifts.

Once an item is accepted by the Library, the item becomes the sole property of the Library and may be handled in any way the Library deems appropriate.

The library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of staff such item no longer serves the purposes of the library.

Acknowledgements

Donations and gifts will be appropriately acknowledged in a timely manner.

Donation receipts are available upon request; however, the library does not provide an appraisal or suggest value for donated materials.