

## **Caroline County Library**

### **DONATIONS POLICY**

#### **Policy Statement**

Accepting gifts and donations is an important way for public libraries to benefit from the generosity of the community it serves. Caroline County Library welcomes donations, including gifts of money, books, and other materials that support and further the library's mission and goals. It is understood that such gifts and bequests should not replace public support, but enable the library to provide and enhance services in ways not possible within the current operating budget. Donations of any gifts not specified in this policy will be considered on an individual basis.

#### **Policy Regulations**

##### *General Policies*

- Library donors may include individuals, businesses, civic organizations, or foundations.
- The library cannot place a monetary value on donated materials per IRS regulations.
  - Donors who wish to have their donation appraised must make all arrangements and assume all costs of the appraisal prior to donation.
- Once given, the library retains unconditional ownership of the donation and will make the final decision regarding its use or disposition.
  - Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.
  - The library reserves the right to decide the conditions of display, housing, and access to the materials.
  - The library cannot guarantee that any gift will remain permanently in the library. This may be due to theft, mutilation, and ordinary wear, but resources with obsolete and/or misleading information may also be discarded with time.
- At the request of the donor, the library will provide a timely written acknowledgement to the donor and, if desired, to a recognized individual or organization.
- In some cases (e.g. photographs and other special materials), a donation must be accompanied by a statement from the donor regarding ownership of the item's copyright and its provenance.
- Caroline County Library reserves the right to refuse any gifts that do not comply with these regulations or that Caroline County and/or library staff deem not in its best interest to accept.

##### *Donations of Goods*

The library's collections, furnishings, and equipment consist of both purchased and donated items. Donations to the library's collections are screened for acceptance using the same selection principles that are used to evaluate materials for purchase. Similarly, donated items are withdrawn using the same criteria that are applied to purchased materials. Books and audiovisual materials that the library does not add to the collection may be sold to generate funds for Caroline County Library services and programs.

- The library has the right to incorporate donated materials into its collection, to sell the materials in library book sales, or to dispose of the materials as the staff see fit. The library will not accept donations if the donor places restrictions on the disposition of the material.
- Any materials not accepted for addition to the collection will not be returned to the donor.
- Caroline County Library does not accept:
  - Books with highlighting or underlining
  - Items that are damaged, dirty, moldy, or in otherwise poor condition
  - Audio cassettes and music CDS
  - VHS tapes
  - Newspapers and newsletters
  - Textbooks, encyclopedias, National Geographic magazines, and Reader's Digest Condensed Books are not generally accepted.
  - Furniture for public or office use
  - Technology equipment (desktops, laptops, tablets, or peripheral equipment)
- Collections may be accepted only with the understanding that the collection may not remain intact.
- The library will not accept items that cannot be properly cared for or secured by the library within its normal operating procedures.
- Donations must be delivered during the hours that the library is open. Donations left when the library is closed may be discarded.
- Donations should not be placed in book returns as this causes problems with checking in returned library books.
- Delivery of donations in bags is strongly discouraged, due to handling issues and space limitations.
- Because of space limitations, the library may only accept three (3) boxes of material at a time.
- If a donor requests a receipt, one noting the number of materials accepted will be provided.

### *Financial Gifts*

Monetary contributions to the library are appreciated and welcomed. At times the library receives monies that the donor would like ear-marked for the purchase of specific materials, supplies, equipment, or furnishings. At other times, donors may ask library staff to select the appropriate items.

- Library materials
  - Donors should work with staff to determine the best use for their donation.
  - Donors may recommend a type of material, an area of subject interest, and a preferred library branch location.
  - Recommendations for purchasing specific titles are discouraged and the library reserves the right to decline such monetary donations.
  - All materials purchased must meet the library's selection criteria, as described in its *Collection Development Policy*, and are subject to the same maintenance principles as other materials.

- All monies donated for materials are deposited in the general fund for expenditure by the library director.
- Projects
  - The library accepts monetary donations without conditions on their use or for projects previously approved by Caroline County Administration.
  - Monies donated for specific projects are deposited in a Library Special Revenue Fund.
- Once a financial gift is used to purchase materials, furniture, equipment, etc., the items become the sole property of the Caroline County Library.
- All financial donations will be acknowledged by a letter of thanks. Donors will not be publicly identified or acknowledged without the consent of the donor.
- Donors who make cash contributions will be given receipts upon request.

#### *Memorials or Other Special Donations*

Caroline County Library encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

- Forms are available and should be completed for each memorial or special donation.
- These gifts are subject to the same guidelines as other kinds of gifts and donations.
- Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations. The library will make every effort to honor the donor's wishes regarding the selection to be purchased.
- In those instances where an individual wishes to donate a memorial book from their personal library, the decision to accept the gift will be based on the library's selection criteria. If the book is not accepted, the book will be returned to the donor.
- Gift plates, identification plaques, or other appropriate recognition identifying the donor or person being honored may be displayed on items purchased or donated, upon request.
- Although every effort will be made to retain memorial/commemorative items in the collection for as long as possible, they will be subject to the same maintenance principles as other library materials.

#### *The Friends of the Library*

The Friends of the Library groups raise monies for the library through events and other fundraising activities. Individuals and businesses may make donations to the Friends of the Library.

Adopted by Caroline Library, Inc. Board of Trustees January 14, 2010  
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