

Gifts Policy

Purpose:

The Cedarburg Public Library maintains that private enterprise has an important role in extending and enriching the services of the library. The Library Board establishes this policy to set guidelines for accepting gifts.

Policy

1. All gifts and donations, including art objects, personal property, etc. will be accepted if such items have a use in the library. If an item can not be used, the library reserves the right to sell the item and use the proceeds of the sale for purposes in keeping with the Library's Mission Statement. Books will also be accepted with the understanding that the material may or may not be added to the collection. The same guidelines of selection are applied to gifts as outlined in the materials selection policy for purchased materials. Gift materials not added to the collection or which no longer serve the purpose of the library may be disposed of without notifying the donor.
2. Gifts are addition or supplement to, not a reduction of, the operation budget of the library.
3. Gifts resulting in any ongoing costs to the institution such as staffing or special maintenance require special Board approval.
4. Gifts of cash, real property, stocks, trusts, etc. will be accepted. Such resources may be used to purchase materials in keeping with the library's collection development plan, or to provide services in keeping with the library's mission. The purchase of specifically identified titles with such funds cannot be guaranteed, nor does the donor have the right of approval of titles before purchase. However, donors are encouraged to recommend subject areas.
5. Some donations may be referred to the Cedarburg Friends of the Library, a non-profit 501-© (3) organization.
6. Upon request library bookplates will be placed in library print materials purchased with gift funds. Programs and services supported by gift funds will recognize the benefactors in supporting literature. Major donations will be announced publicly if so requested.
7. The appraisal of gifts to the library for tax purposes is the responsibility of the donor. The library will provide, upon request, a statement describing the gift.
8. The Library will work with the Cedarburg Friends of the Library and other organizations and agencies to develop appropriate methods for the solicitation of gifts.

9. This gift policy will be available for donor perusal prior to a gift's acceptance.

Adopted by the Cedarburg Joint Library Board of Trustees on March 22, 2000