

## Schuylkill Valley Community Library Donation Policy

- I. Acceptance
  - A. The SVCL reserves the right to refuse any gift that the Library Director, in his or her discretion, deems not to be in the best interest of the library to accept.
  - B. All non-monetary donations must be unconditional, transferring ownership and all the rights of ownership to the library.
  - C. In the event that a gift is not accepted, the donor may appeal the decision to the Board of Trustees.
- II. Direct Monetary Gifts
  - A. Unrestricted
    1. The library welcomes cash gifts. If donated funds are unrestricted, they may be expended by the Library Director, or designee, within the scope of his or her statutory authority.
    2. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences if the recommendations are consistent with the *Materials Selection Policy*. Selections purchased by these funds will be made by the Library Director and/or staff.
    3. Monetary gifts should be made payable to the Schuylkill Valley Community Library.
  - B. Restricted
    1. If donated, restricted funds are accepted, they must be expended according to the donor's conditions.
  - C. Memorial Gifts
    1. The library welcomes monetary gifts for purchase of materials for collections given in recognition or memory of individuals.
    2. Whenever possible, the library directory and/or staff will choose items which accommodate the donor's subject or title preferences if the recommendations are consistent with the *Materials Selection Policy*.
- III. Non-Monetary Gifts
  - A. Books and Library Materials
    1. The library accepts donations of materials in good condition, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials.
    2. Those items not added to the collection may be offered for sale, utilized for promotional purposes or transferred to other institutions. Unsuitable items will be discarded or recycled.
    3. A receipt for materials will be provided for tax purposes upon request of the donor. Library staff are not permitted to place a value on gift materials.
    4. Special collections will be accepted only by the Library Director.

5. The library cannot guarantee that any gift or donation will be part of the collection permanently. Libraries sustain losses through ordinary wear, theft and mutilation. Resources with obsolete and/or misleading information will be discarded.
- B. Real Estate or Personal Property
1. The library may accept gifts of real property that either support or could be sold to support the mission of the library.
  2. Such offers will be handled by the Library Director, who in consultation with the Board of Trustees, will determine the suitability of the gift and the terms of acceptance compatible with the library's mission and policies, the donor's intent and applicable laws.
- C. Art and Decorative Objects
1. In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition.
  2. As with all other gifts, art objects will be accepted only with the donor's full agreement that the library has the right to handle the gift in the best interest of the library.
  3. Because of the library's limited display/ and storage areas and focus on its primary mission as a library, potential donors of art and decorative objects are requested to discuss any possible gifts with the Library Director.
  4. No gifts posing a danger or threat to customers will be accepted (e.g., metal sculpture with sharp, moving parts).
  5. Donations of art shall be housed at the library but will remain property of the artist. An indemnity agreement can be signed to handle any claims and/or maintenance of the piece.
- D. In-Kind Donations
1. The library may accept in-kind donations such as merchandise, coupons, or complimentary admissions in support of library programs.
  2. In-kind donations may be acknowledged in the library's promotional materials.
- E. Valuation
1. For non-monetary gifts, Income tax regulations leave the determination of the gift's monetary value to the donor.
  2. Donors shall have appraisals of their gifts, for income tax purposes, completed prior to donation.