



## **OREGON PUBLIC LIBRARY**

### ***GIFT ACCEPTANCE POLICY***

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#### **I. Purpose**

The Oregon Public Library honors a culture of philanthropy by creating and sustaining relationships with volunteers, library users and their families, and the wider community. All donors of library materials, financial gifts and aesthetic items will be recognized with dignity, respect and appreciation.

#### **II. Financial Contributions**

- A. Gifts of financial contributions help to enrich and enhance the library's services.
- B. Bequests and gifts of money without restrictions are always accepted.
- C. A written acknowledgement will be provided to the donor for all financial contributions made to the library.
- D. Memorial and honorary gifts are welcomed.
  - 1. Memorial gifts may be donated in remembrance of a loved one.
  - 2. Honorary gifts may be made to celebrate a special person, occasion or milestone.
  - 3. An acknowledgement of the gift will be provided to the honoree or their designated family member, if contact information is provided by the donor.

#### **III. Restricted Financial Gifts to the Library**

- A. The Library Director may accept financial gifts designated for purposes such as collection, programming, building/capital needs, endowment and other general areas of library operations including those designating a desired audience (e.g. teen) or format (e.g. large print titles).
- B. Financial gifts on which the donor places restrictions or special conditions beyond this type of designation are only accepted when these restrictions or conditions are approved by the Library Board.
- C. The Library Director may request Library Board approval for any restricted gifts or aesthetic items, even when not required, to ensure that the acceptance of the gift is in the best interest of the library.
- D. The Library may consult with the Village of Oregon's legal counsel or other professionals, as appropriate, prior to making a decision to accept or decline a gift.

#### **IV. Donations of Collection and Aesthetic Items**

- A. All donations become the property of the library which has the authority to make whatever use of the materials it deems appropriate including, but not limited to: addition to the collection, donation to the Friends of the Library, transferring to other libraries, donating to charitable organizations, selling, or discarding (if condition warrants).

- B. Upon request, the library will provide a receipt of acknowledgement for items donated. Value appraisal for tax purposes is the responsibility of the donor; the library cannot provide an estimate of the value for donated items or sign any statement of value.
- C. The request for special housing or handling or other restrictions of any item offered as a gift may cause it to be declined.
- D. The library applies the same standards as stated in its Collection Development Policy for evaluating donations it adds to the collection as it does for purchased materials.
- E. The library appreciates donations of new and gently used items including books, audiobooks, music, movies and other library materials.
- F. Because of their limited value to the library, the following cannot be accepted:
  - 1. VHS and cassette tapes
  - 2. Computer software
  - 3. Magazines
  - 4. Items in poor physical condition including musty, wrinkled or damaged items
  - 5. Textbooks, encyclopedias and computer/technology books more than 10 years old.
  - 6. Reader's Digest Condensed books
  - 7. Dictionaries
- G. Special collections, such as historical materials, books having more than literary value or manuscripts, will be accepted by the library only if proper provision can be made for their use or sale.
- H. Gifts of real property including art, portraits, antiques, other museum objects, furniture, toys and plants are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display.
- I. The library reserves the right to refuse donations of collection and aesthetic items if the Director, designated staff, or Library Board (if applicable) determines they are not of benefit to the library.
- J. Gift items added to the collection may be withdrawn or removed at any time and the library is not responsible for notifying donors of withdrawals or replacement of such items.
- K. Library staff are not able to pickup donations.

**V. Deposit and Expenditure of Gift Funds to the Library**

- A. Gift funds will be deposited through the Village of Oregon.
- B. Endowment funds will be deposited at the direction of the Library Board.
- C. The Library Board may create additional accounts, as needed for gifts of a specified nature.

**VI. Special Library Funds**

- A. The Library Gift Account: All monetary contributions to the library from individuals and groups are deposited in this fund, which is designated as 202-48500 on the Village of Oregon's Revenue Statement as maintained by the Finance Director. The Library Board may decide to transfer a portion of the gift account to an endowment fund whenever the balance exceeds \$10,000.
- B. Wackman Trust Fund: In June 1972 the Oregon Public Library received from the estate of Charline M. Wackman the sum of \$10,000. According to the terms of her will the money was "...to be held in trust and to be forever known as the 'Mary Brabyn Wackman and Charline M. Wackman Library Trust' and only the net income is to be used for the purpose of literature for the said Library."
- C. Oregon Public Library Foundation Endowment Fund: This fund was established December 2005 with an anonymous donation of \$3000 through the Madison Community Foundation. The interest is available to the Library Board.

Adopted by the Oregon Public Library Board on August 8, 2007

Amended: June 13, 2012; September 11, 2013; February 13, 2019