



Policy 5.13 Gifts and Donations

Adopted by the Library Board of Trustees: 4/23/2015

The North Olympic Library System believes that private support plays an important role in extending and enriching the services of the library. The purpose of this policy is to specify the type of donations that the North Olympic Library System will accept and how the Library will handle these donations.

- I. General Donation Parameters:** The Library gratefully accepts gifts and donations. Except in a few cases (as noted below), an acknowledgement of receipt of a donation will be made to the donor in writing.

The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. The Library will work with the donor to reach an agreement on the disposition of the gift. However, the Library will not accept a gift if the donor's wishes cannot be carried out successfully by the Library for any reason or do not fall within the mission, goals and objectives of the Library. If this is determined to be so, the donor will be notified and the gift returned.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

The Library cannot and does not appraise books, works of art or any other items. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

Gifts may be accepted in honor or in memoriam of a person or event. Written acknowledgement of such a gift will be made to the donor and to up to three other persons or entities. Recognition of an honorary or memorial gift is made as outlined below, according to the nature of the gift.

2. Monetary Donations

The Library accepts gifts of money, in any amounts. The donor may indicate how he/she wishes the money to be spent by the Library. Donors are encouraged to discuss their gift designations with the library manager or Director prior to donation to insure that the designated use is viable.

In most cases, NOLS is unable to accept gifts of stock or securities. Donors wishing to make such donations are encouraged to discuss their donation with the Library Director prior to making it.

For single donations of over \$1000 the donor may request that a recognition plate be placed on the donor recognition display located in the Main Library.

For certain capital or other significant projects the NOLS Board of Trustees may approve naming opportunities.

3. Monetary Donations Designated for Purchase of Collection Materials

Donors making monetary donations to support the purchase of collection materials may indicate “Greatest Need” and/or area of interest. Due to the floating nature of the NOLS collections, it is not possible to designate purchase of materials for a specific branch. Gift plates may be requested.

Titles specified for purchase with donated funds will be evaluated in accordance with the Policy 2.1: *Collection Management*.

4. Donations of Books and Other Collection Materials

The Library accepts donations of library collection materials in good condition. This includes, but is not limited to, books, CDs, and DVDs.

Magazine donations are not accepted. Donors wishing to enhance the Library’s magazine collection through gifting are encouraged to do so through monetary donations designated to support magazine subscriptions. Some NOLS branches provide a free exchange area for used magazines.

All library materials accepted as donations will be evaluated in accordance with Policy 2.1: *Collection Management*.

In most cases, books and similar materials that are donated to the Library, but that the Library does not add to its collection, are offered to the Friends of the Library for resale. Money raised by Friends of the Library groups benefit NOLS’ libraries, services, and programs.

Acknowledgement letters are usually not provided for routine donations of used materials. At the request of the donor, the Library will supply a receipt form that may be used by the donor as an official record of the donation.

Gift plates to recognize the donor are not generally placed in or on used items donated and added to the Library collection. Donors requesting that a gift plate be placed in a used item should inquire in advance of making the donation.

In the case of the gift of related collection materials, the Library reserves the right to determine whether the donated collection will be kept whole or disbursed throughout the NOLS collection.

5. Donations of Personal Property

On occasion the Library may accept donations of personal property such as furnishings, equipment, software, games, artwork, etc. The Library reserves the right to evaluate such proposed donations relative to issues of safety, liability, legality, risk management, maintenance, support, and/or appropriateness, and to accept or decline the offer. Approval of the Library Director may be required.

Gifts of art objects, personal property, etc. will be accepted if such items have a use in the library.

The Library reserves the right to dispose of personal property donations when the item has outlived its usefulness; disposal will comply with Policy 5.9: Surplus Materials, Furniture and Equipment.

NOLS may sometimes solicit donation of specific items, in support of a library service or program or to address a specific collection need.

6. Donations of Labor or Services

On occasion donors may wish to contribute labor or services in support of projects outside the usual scope of library “volunteer” activities. Offers to donate labor or services must be reviewed by the Library Director or designee with regard to issues of appropriateness, safety, risk management, legality, practicality, etc. If the offer is approved, a waiver of liability must be signed by the donor before the project is begun.

7. Other Donations

Donation of any other types of gifts will be considered by the Library Director on a case-by-case basis.