

<b>CITY OF LINCOLN ADMINSTRATION POLICY</b>	<b>NUMBER: 90</b>
<b>PREPARED BY: DARLA WEGENER</b>	<b>DATE: April 25, 2006</b>
<b>SUBJECT: Library Gift and Donation Policy</b>	<b>AUTHORITY : CITY MANAGER</b>
	<b>CITY MANAGER: GERALD JOHNSON</b>

## **PURPOSE**

The purpose of this administrative policy is to provide a process for accepting gifts and donations to the Library

## **DEFINITION**

**Library Material:** various formats of items needed to provide essential library services to the community.

**Library Furnishings:** various physical items, such as furniture, landscaping items, art, and equipment.

## **GENERAL POLICY**

The Lincoln Public Library appreciates and encourages gifts and donations from groups, individuals, foundations, corporations, etc. These contributions are vital to the future of the Library and its services. The Library is prepared to receive material, money, furnishings, and other types of gifts and donations. Once received, the gift or donation becomes the unconditional property of the Library. Gifts and donations are accepted only if the Director of Library Services or designee determines that they can be used by or benefit the Library.

- **Acceptance.** The Library accepts gifts and donations with the understanding that upon acceptance the gift or donation becomes the property of the Library and is subject to disposition at the Library's discretion.
- **Acknowledgment.** Whenever possible, gifts and donations will be acknowledged with a receipt and a "Thank You" letter.
- **Tax Deduction.** Gifts and donations to the Library are tax-deductible as provided by law.
- **Appraisal.** As the recipient of a gift or donation, the Library will not assign a monetary value for the donor's tax purposes.
- **Decisions.** The Director of Library Services has the right to decline gifts or donations and decides when donated material added to the collection will be withdrawn.

## **Material Donations**

*Gifts of donated material, such as books and audio-visual items, may be accepted into the Library's collection after review by Library staff according to established guidelines. Items received but not used by the Library will be donated to the Friends of the Lincoln Public Library, recycled, given away, or discarded. This includes magazine and periodical subscriptions that are made directly by the donor.*

The Library is most interested in receiving donations of new or gently used items in excellent condition. Groups or collections of items cannot necessarily be kept together and will be handled like all other donations. Large donations will be reviewed by staff before accepting. Donations valued at more than a \$1,000 will be referred to the Director of Library Services. See Other Donations for additional information.

Material accepted:

- Current interest – novels, best sellers, items on popular topics
- Information books
- Children's books
- Paperback books
- Biographies and autobiographies of popular and historical individuals
- Books of local interest
- Media: books on tape, videos, DVDs, audio tapes, Compact discs

Material not accepted:

- Nonfiction, outdated, factual items material that were published more than three years ago. This includes many reference, technical, tax, legal, medical, educational, and investment items.
- Encyclopedia sets more than three years old
- Items that are unusable: dusty, dirty, moldy, or smelly
- Items that have been kept in storage for more than a few months
- Items that are damaged: ripped, torn, marked (ink, crayon, or highlighter), or water damaged
- Condensed books such as those published by Reader's Digest
- Magazines
- Newspapers
- Phonograph records

- Heavily used media: books on tape, videos, DVDs, audio tapes, compact discs, etc.
- Textbooks not currently used by Western Placer Unified School District or Sierra College
- Items clearly marked as belonging to other organizations
- Historical documents that do not relate to Lincoln or Placer County
- Archival items such as maps, manuscripts, etc.

### **Monetary Donations**

Monetary donations are quickly and easily used to supplement and provide additional Library material and services. Though the Library accepts gifts of cash designated for specific purposes, money can be more effectively used when funds are allocated to the areas of greatest need. Money designated for specific purposes must be approved by the Director of Library Services before the Library can accept. This includes the money for the purchase of magazine and periodical subscriptions, special collections, and other items. See Other Donations for additional information. Donations of more than \$1,000 must be accepted and acknowledged by the City Council.

### **Furnishings Donations**

The decision to accept furnishings, such as furniture, landscaping items, art, and equipment shall be made by the Director of Library Services. In most cases monetary donations will be encouraged in lieu of the actual item. The decision to accept is based on need, space, appropriateness, expense, and frequency of maintenance. Placement of these items will be at the discretion of the City and the Director of Library Services. See Other Donations for additional information. Donations valued at more than a \$1,000 must be accepted and acknowledged by the City Council.

### **Other Donations**

Gifts of securities, real property, memorials, bequests, and other types of donations not referred to above will be handled by the Director of Library Services. Once accepted, the Director will work out terms of acceptance that are compatible with the City's policies, the donor's intent, and applicable laws. All donations valued at more than a \$1,000 must be accepted and acknowledged by the City Council.