



MOUNTAIN REGIONAL LIBRARY SYSTEM

GIFT/DONATION POLICY

The Mountain Regional Library System Board of Library Trustees welcomes and encourages gifts and donations which are consistent with the Library System's Mission Statement.

It is the purpose of this policy to provide means for controlling and encouraging gifts to the Library System and its branches. It will usually be the responsibility of the Director and Branch Managers to make these policies work. One of the first decisions that must be made is to immediately find out the intentions of the donor. Gifts may be designated to a branch, or to the system as a whole. The distinction should be made clear at the time of donation. A copy of this policy should be provided to the donor at the time of the donation.

Print and Non-Print Materials

The Library System is pleased to accept print (books) and non-print (DVDs, CDs, etc.) materials when they comply with the Library's Material's Selection Policy. The Library will accept materials only with the stipulation that they may be used in the most appropriate way to benefit the Library System and its users. Items become the property of the Library and may be added to the collection, sold, discarded, or otherwise disposed of at the discretion of the Library Director and/or Branch Manager. Materials may be discarded because their subject matter, timeliness or condition makes them unacceptable, or they may be sold for the same reasons. Items that are to be sold may be sold by the library or donated to the Friends of the Library for sale. Unused donations cannot be returned to the donor.

Monetary Donations

Monetary donations may be made in a number of ways:

- Unrestricted Monetary Donations will be deposited into the library's general funds account and used at the discretion of the Library Director or Branch Manager to 1) purchase materials, furniture, fixtures, equipment, or supplies; or 2) provide library programs by providing program materials, refreshments, honoraria and travel for speakers. Donated funds will not be used to fund personnel or regular operating expenses such as utilities.
- Memorial Gifts Funds will be accepted in memory or honor of a relative or friend: The Library will be pleased to select appropriate items, as indicated on the donation form. A gift plate will be added to each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.
- Library Materials Gift Funds, donated by individuals, groups or corporations will be spent as requested on the donation form. A gift plate will be placed in each purchased item with the name of the donor. Funds can be designated to purchase materials:
 - In a particular subject area
 - For a particular department
 - For the main library or the branch
 - Or as an unrestricted gift where selection is made by library staff for areas of greatest need

Tangible Asset Donations

An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item to the Library will be required. Tangible asset donations will be accepted only on the condition that they may be retained, sold, transferred, or given away at the discretion of the Library Board of Trustees. It is highly recommended that donors seek the advice of an attorney in preparation of such donations.

- The Library System may accept gifts of publicly traded securities such as stocks, bonds, or mutual fund shares
- The Library System may accept donations real property only if approved by the Mountain Regional Library System Board of Trustees

- The Library will not appraise or estimate the value of donations. The responsibility for this assessment lies with the donor
- Because a bequest to the Mountain Regional Library System creates a legacy for generations of library users, potential donors are encouraged to consider the inclusion of a bequest to the library as prepare or revise their wills.

Other Gifts

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director and/or Branch Manager. All conditions pertaining to the donation must be clearly stated at that time. In the event of conflict, the Mountain Regional Library System Board of Trustees will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the Library's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

All gifts and donations accepted by the Board of Library Trustees become the property of the Mountain Regional Library System and may be sold or discarded as the Board sees fit.

Gifts to Library Staff

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Receipts

The Library can provide receipts for gifts only in the following cases:

- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated.
- Gifts of Appreciated Assets: a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- All other donations: a receipt will be given only at the time of the donation, if requested. The receipt will list the number and type of donation only. The donor is responsible for assigning and documenting monetary value for tax purposes.
- The Library cannot give receipts for previously donated material.

Financial Control

- Gifts of cash to Mountain Regional Library System or one of its branches will be deposited into the Library's account and expended from that account as consistent with Board policies.
- All library system funds, including gifts and donations of cash or tangible assets are auditable as part of the Library System's financial review process.

Adopted by the Mountain Regional Library System Board of Trustees 11/2/2011