

# **Donation Policy**

## **Martinsburg-Berkeley County Public Libraries**

**Approved by the Martinsburg Public Library Commission on October 25, 2012**

### **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 Martinsburg-Berkeley County Public Libraries 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 or the designee determines that they can be used by or benefit the Library.

The library cannot accept donation of materials with special restrictions such as placement, treatment, retention, audience and so forth.

**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. Donors should refer to IRS publication # 561.

**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 MBCPL or designee has the right to decline gifts or donations and decides when donated material added to the collection will be withdrawn.

### **Material Donations**

The library is happy to accept materials, as long as they are NOT:

Moldy, musty or water damaged

Dirty (greasy, food stained, insect infested, etc)

Marked by pens, pencils, crayons or highlighters

Physically damaged (has broken bindings, loose or torn pages, or damaged covers, damaged cases)

Textbooks or Encyclopedias

Condensed books (for example, Readers Digest Condensed books).

*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 ,recycled, 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 the MBCPL or the Director of Development.

### **Memorial Donations**

The Library sometimes receives monies that the donor wants earmarked for the purchase of specific materials, supplies, equipment, or furnishings, according to the library's needs. At other times, donors may ask Library staff to select the appropriate items. The Library's memorial program allows for individuals to contribute funds in memory, for example, of a family member who has passed away. In addition, the Library will, at the donor's request, use funds for or place into the collection approved items that are "in honor of" a person's birthday, anniversary or some other special occasion.

### **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 the MBCPL or the Director of Development 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.

**Furnishings Donations**

The decision to accept furnishings, such as furniture, landscaping items, art, and equipment shall be made by the Director of the MBCPL or the Director of Development. 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 Director of the MBCPL or the Director of Development.

**Art Work**

Acceptance of art work will be determined based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. Art work becomes the exclusive property of the library and may be altered, displayed, stored, traded, converted, sold or otherwise disposed of at the sole discretion of the Director of the MBCPL or the Director of Development.

The following items may be requested by the library: a current appraisal of the value, evidence of bona fide artistic importance and merit of the work and the reputation of the artist. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the art work to the library will be required.

Evidence of provenance and present title of the art work from the donor may also be requested.

**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 the MBCPL or the Director of Development. Once accepted, the Director will work out terms of acceptance that are compatible with the library's policies, the donor's intent, and applicable laws.

**Recognition**

Bookplates will be placed in materials selected "in honor of" or "in memory of" a specific person or organization. The bookplate will include the date, the donor's name and the person/organization in whose name it was donated. Additional information may be included.

Similarly, plaques may be placed on items of furniture or rooms for which funds have been received.

For donations over \$10,000.00, the donor's name will be placed on the recognition wall at the Martinsburg Library or at the library to which the donation was made.