

## GIFTS AND DONATIONS POLICY

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#### **New and Used Materials:**

The Pickaway County District Public Library welcomes gifts and donations in various formats subject to the guidelines stated below. This can include books, audio-visual materials and other types of materials, which the library actively purchases. The Library staff will check donated items for odor, water damage, wear and age. Items that pass this inspection are then considered for addition to the library collection using the same standards that are followed by the library when purchasing new materials. These standards include currency of information, contemporary or permanent value, availability of materials on the subject in the library, relevance, accuracy, impartiality and popular interest and demand. Space to shelve the materials and the cost of cataloging and processing the item are also considered.

Gifts of more than one hundred items or items over five years old should be discussed with a librarian in advance to determine if the items will be useful to the collection. Library staff will work with patrons wishing to make donations of this type to insure that patrons are fully informed of what steps will be taken with items that the library cannot add to its collection. Items that cannot be added to the library's collection will be donated to the Friends of the Pickaway County District Public Library. If patrons are not comfortable with the idea of items being donated to the Friends of the Library for book sales then these items should be excluded before they are received at the library. Patrons wishing to donate books, audio-visual or other types of materials to the library must complete a Materials Donation Form before the library can accept the donation. Items donated to the library become the immediate property of the library and cannot be returned to the donor. The library cannot be required to keep track of or inform patrons of the status, disposition of or location of donated materials. The library cannot appraise materials for tax purposes.

The library regrets that, due to space considerations, it cannot accept donations of used encyclopedias, magazines, textbooks, Reader's Digest Condensed Books, or record albums. The library is no longer adding audio-cassettes or videocassettes to its collections, but these items can be donated to the Friends of the Library for sale.

#### **Cash Donations:**

Funds may be given to the library for the purchase of materials in memory or honor of individuals or organizations. Donors are encouraged to suggest subject areas and may even suggest individual titles to be purchased.

However, before a suggested title is purchased, it must meet the same standards as any title purchased by the library from its own funds. Individuals and organizations are encouraged to check with library staff before purchasing titles for donation, in order to avoid duplication of titles already in the library's collection. The library staff will make the final decision on the purchase of individual titles.

In accordance with the donor's request, appropriate recognition will be given to materials by affixing the library's bookplate showing the donor's name and if applicable the name of the person in whose honor or memory the donation was made. If a bookplate

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or label other than the one currently used by the library is desired, then the library director must approve the different bookplate or label before it can be used.

Patrons or organizations wishing to donate money for the purchase of materials must complete a Materials Donation Form before the library can accept the donation.

### **Other types of items:**

This includes, but is not limited to paintings, sculpture, furniture, equipment and cash donations. The final decision on whether or not the library will accept gifts or donations of this type will be made by the Library Board of Trustees of the Pickaway County District Public Library on a case by case basis. The Library Board will consider the present and future needs of the library in its evaluation of suggested gifts. At the time the Library Board approves a donation of this type it will consider the request of the donor for placement in the library, labels, signs or plaques. The library will not accept restrictions on usage of the materials, which are contrary to current library policy.

All gifts are final. By the act of donation, the donor permanently relinquishes all rights of ownership and dispensation. The library shall not be held accountable for the property donated beyond the accountability required by the State of Ohio for state property. The library cannot appraise gift materials for tax purposes.

Patrons or organizations wishing to make this type of donation must fill out a Materials Donation Form before the Library Board can evaluate the donation for acceptance.