

## **GIFT POLICY**

The Beloit Public Library welcomes gifts of all types including library materials, equipment, and funds for the purchase of material, equipment, works of art and real property. The Library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the library program.

The Library makes the final decision on its own use or other disposition of the gift.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc., of the gift for the donor's records.

### **I. Gifts considered for inclusion in the library's materials collection**

Any gift considered by the Library for inclusion in the library's materials collection is subject to the following conditions:

1. Gift additions of library materials must meet the same selection criteria as purchased materials. If a gift is offered, processing costs and use of shelf space are considered before the gift is accepted.
2. If the only purpose of the donation is to add it to the library collection, the donor must make this desire known upfront. The Library Director must approve the gift. If the item(s) cannot be added to the library's collection, the Library will contact the donor who may choose to reclaim the item(s).
3. The Library retains unconditional ownership of an accepted gift. No gift will be returned to the donor.
4. The Library reserves the right to decide the conditions of display, housing and access to the material.
5. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

### **II. Gifts not intended for inclusion in the library's materials collection.**

Donated items that cannot be added to the Library's materials collection will be placed into the library's book sale and proceeds will be used to enrich library services. Unsold items are recycled or discarded.

### **III. Gifts of Artwork**

Works of art are defined as all forms of original creations of visual art that may be portable as well as permanent. This includes paintings, sculpture, photographs, textiles and various other mediums of artistic expression.

The library will consider donations of works of art for placement within the confines of the library or on library property. When gifts of art are proposed, the Library Director shall review such proposals according to the following criteria:

- Artistic merit
- Diversity of the library's collection of works of art
- Compatibility within the context of the library and its mission
- Availability of appropriate space

Any conditions of the gift imposed by the donor, or any donations that contain advertising will not be considered. When artwork is deaccessioned it may be placed on the market for sale, offered to another public facility, or disposed of in some other appropriate manner.

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