

Mulvane Public Library

Donation Policy

Board Approve July 11th, 2016

The Library accepts gifts and donations of any kind that supports and furthers the mission, goals, and objectives of the Library, including but not limited to: money, furniture, equipment, books and materials, memorabilia, and artwork. However, the Library retains the prerogative to accept or reject any gift for the Library.

A. General

The Library gratefully accepts gifts and donations. Donors should contact the Library Director about potential gifts, with the exception of book donations, which can be left at the front desk.

The Director will make the determination to accept or deny the gift if the value of the donation is under one hundred dollars. If the value of the donation is over one hundred dollars, the Library Director will make a recommendation to the Library Board, who will vote to accept or deny the gift.

The Library will not accept gifts and donations that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Gifts with historical value will be directed to the Mulvane Historical Society.

The Library cannot and does not appraise books, works of art, or any other items. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. The Library will work with the donor to reach an agreement on the disposition of the gift. However, the Library will not accept a gift if the donor's wishes cannot be carried out successfully by the Library for any reason or do not fall within the mission, goals, and objectives of the Library. If this is determined to be so, the donor will be notified in writing and the gift returned.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded

with time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to the Friends or discarded.

B. Donations for the Collection

The Library accepts gifts of library materials in good condition. This includes, but is not limited to, books, CDs, DVDs, and magazines.

All library materials accepted as gifts will be evaluated in accordance with the Mulvane Public Library Collection Development Policy.

In most cases, usable library materials that the Library does not add to its collections are offered to the Friends of the Library for their annual Book Sale. Money raised by the Friends from their Book Sale is used to benefit the Library and its programs.

In most cases, gift plates to recognize the honorary or memorial gifts are placed in or on the items donated and added to the Library collections or in items purchased by the Library with monetary donations. The Library retains the prerogative to determine when the use of a gift plate for recognition is feasible and appropriate.

C. Receipt of Donation

Acknowledgement letters are usually not written for routine donations of books and materials. At the request of the donor, the Library will supply a receipt for tax purposes.

In most cases, an acknowledgment and receipt of the donation will follow the next regularly, scheduled Library Board meeting when the Trustees have the opportunity to accept or deny the gift.

D. Recognition

The Donor Wall recognizes accepted gifts valued at \$5,000 or more and volunteers who have contributed more than 500 documented hours for the Library. Organization and name placards will be added once a year in the month of March.

Single plaques are not an option for donors due to limited wall space.

The Library Board reserves the right to add names or organizations to the Donor Wall on a case-by-case basis as well.