

Pine River Public Library District

Donations/Gifts Received and Given/Memorials Policy

General:

The Pine River Public Library District (PRL) accepts donations, gifts and memorials through its 501(c)3 Friends of the Pine River Library (FOL). There is a form to be used for record-keeping and designation of funds.

The library accepts books and media in good condition. In general, there is a limit of two boxes per week. The library does **not** accept magazines, newspapers and VHS tapes.)

Item Donations

PRL reserves the right to decide whether or not donated items should be added to its collection. Many gifts may be used to full advantage by the library. The decision to keep the item will be based on four factors (1) the item's value (2) whether or not the library already holds that item or has access to it (3) whether or not it is current and (4) the condition of the item.

If the items do not pass the "four-way test", FOL will have the option to sell them at their semi-annual book sales. FOL make many donations to the library from funds they receive from their sales. If PRL cannot use the item, it may also be sent to a recycle center. PRL does not throw any materials into the trash.

The donor will be provided with a donor acknowledgement letter. It is up to the donor to put a value on the donation.

Monetary Donations

PRL accepts monetary donations. All monetary gifts are deposited in the FOL account, after which the gift is relayed to the Library in the form of support of programs, collections and capital improvements. Donors can request that their gift be used for a specific purpose. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the donation or use it for the requested purpose.

Memorial Donations

Memorial donations may be made in the name of a relative or friend. FOL acknowledges all memorial gifts by sending a letter to the family of the person being remembered. An appropriate memorial nameplate may also be placed on the donated item. Other options may be discussed with the Library Director.

Other Material Donations

Other donations of items such as computers, paintings and various equipment are often not suitable for PRL use. Each item will be evaluated and, if it cannot be used, may be sold at the semi-annual FOL sales or given to another agency where the item can be used.

In-Kind Donations

PRL is most appreciative of in-kind donations, when appropriate. It is the donor's

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responsibility to determine the value of an in-kind donation or use an independent appraiser for that purpose.

Recognition of Gifts

FOL will acknowledge all cash donations with a form for taxes and a thank you letter. In addition, PRL has a donor wall that recognizes donations valued at \$100+.

Long-Term Use of Gifts

All gifts are accepted with the understanding that they may someday be sold or disposed of in the best interest of the Library. PRL cannot commit to perpetually housing a donation. Of course, no donation will be disposed of in a careless manner, and every donor can be assured that the library will respect their donation and house it as long as is feasible.

Gifts Given

Pine River Public Library District (PRL) is a non-profit, publicly-funded quasi-Governmental institution and as such, cannot, in general, use its monies to make contributions to other agencies. PRL strives to be a viable member of the community and to work with other community organizations in outreach projects. The District may contribute to jointly-sponsored community events that help to promote the Library.

Guidelines

1. Under special circumstances, PRL may provide support to a non-profit organization. The amount should not exceed \$100 unless approved by the Director.
2. PRL may also place books in the collection in honor of an individual or group who has given outstanding service to the District. *
3. When staff, a Board member, or a FOL member experiences a life-changing event (death, birth, etc.) PRL may buy flowers, make a donation to an organization (not to exceed \$50) or place a book in the collection in memory of or in honor of that person.
4. PRL may choose to give a small token gift to an individual who has presented a program(s) or given special service to PRL (e.g. volunteers). This must always be approved by the Director. PRL should be consistent in the values of these gifts.

*Books placed in honor, memory or recognition of an individual or group may be chosen from within the collection or purchased if the area of interest is not well-represented in the collection. An appropriate plate will be placed in the chosen book.

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Concerns about the Donations/Gifts Policy must be presented in writing with specifics to the Library Director. Please provide your name and contact information. The Library District may amend or supplement this policy from time to time and reserves the right to do so.

Submitted to the Board of Trustees: February 2017

Approved by the Board of Trustees: June 2017