

## **Gift and Donation Policy**

The Slinger Community Library (SCL) encourages individuals, organizations, foundations and businesses to support library services through gifts and memorials. To encourage private support for the SCL while ensuring that all gifts are appropriate to its mission, the Library Board has adopted the following policy.

### **Overview**

Gifts or books and other library materials shall be judged by the same criteria used in selecting items for purchased by SCL. It is the library's general policy to only accept materials without restrictions on their use, although requests will be considered on a case by case basis by the Library Director and Library Board. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use or disposition.

Funds received as gifts or bequests for memorials shall be reserved for the purchase of materials or equipment, or special programs, which in the judgment of the Library Board and Director, meet the needs of the SCL.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased shall be based upon the wishes of the donor. The Library staff in accordance with the needs and selection policies of the Library will make selection of specific titles.

Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection(s).

Monetary gifts offered over \$500.00 with specific restrictions require Library Board approval before such monetary gifts are accepted. Please see the Naming Rights Policy for specific restrictions.

Gifts and bequests of real or personal property are accepted by the Library with the understanding that such gifts may be used at the discretion of the library, or disposed of for value, when deemed necessary or desirable. The Library reserves the right to refuse gifts of books that are damp, contaminated with mold or mildew, or otherwise unacceptable in the judgment of the library staff.

It is generally the policy of the Library not to accept special collections of books. All gift materials will be integrated into the library in a manner consistent with everyday library procedure. All donated items must be delivered to the Library.

All unrestricted gifts, whether donations of monies, books, or audio-visual items will be utilized at the discretion of the Library Director, including additions to the collection, withdrawal from the collection, sale or disposal. Unsold items are donated to the Friends of the Library on-going book sale, recycled, discarded or donated to a local charity.

Due to space and storage limitations the library is unable to accept the following types of materials:

- Magazines
- National Geographic Magazine
- Textbooks

Old Encyclopedia Sets  
Reader's Digest Condensed Books  
Books that are more than seven years old – specifically non-fiction materials  
Books previously discarded from other libraries  
Items that are tattered, yellowed or that have loose pages  
Items that are highlighted, written in or that have loose pages  
Computer software and computer manuals  
Videos and DVDs that have been viewed more than a few times

### **Use of Gifts**

Gifts will be retained as long as they serve the best interests of the library. The Library cannot commit itself to the perpetual housing of a donation. All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library. 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.

### **Equipment**

The decision on acceptance of equipment with a value greater than \$500.00 will be made by the Library Board or by the Library Director, as appropriate. If denied, equipment donations with a value of less than \$500.00 will have no appeal. Among the criteria on which the decision shall be based is need, space, impact on time of staff (e.g., must it be recharged or frequently serviced?) and expense and frequency of maintenance.

### **Works of Art**

The Library Board reserves the right to determine the location, display of artwork and appropriateness within the scope of the mission of the library. They may request that artwork be accompanied by a current appraisal of value and may request evidence of artistic importance, merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the artwork to the library will be required. The Library Board may also request evidence of provenance and present title of the artwork from the donor.

### **Landscaping**

The Library Director shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the existing landscaping, cost of maintenance and consideration of any future building expansion, renovation or similar circumstance.

### **Furnishings**

The decision as to the acceptance of furnishings shall be made by the Library Board on the advice of the Library Director. Among the criteria on which the decision shall be based is need, space, impact on staff time, expense and frequency of maintenance.

### **Appraisal**

The Library will not appraise the value of any gift for any reason, including income tax deductions. However, the Library will issue a gift receipt acknowledgement form at the donors request. Information on IRS rules and regulations regarding charitable deductions

can be found in the U.S. Treasury, IRS publication 526 "Income Tax Deduction for Contributions", or through the local Internal Revenue Office.

Approved July 7, 2001  
Revised April 23, 2007  
Revised July 14, 2025



INFORMATION • INSPIRATION • ENTERTAINMENT

# Slinger Community Library

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## **Gift Receipt Acknowledgment (does not appraise value)**

Name \_\_\_\_\_ (please print clearly)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Library staff initials and date \_\_\_\_\_

### Description of Donation

\_\_\_\_\_ Hardcover      New or Used (please circle)

\_\_\_\_\_ Paperback      New or Used (please circle)

\_\_\_\_\_ Other \_\_\_\_\_

Accepted \_\_\_\_\_ (date)

Library Directors signature \_\_\_\_\_