

## Policy and Guidelines for Acceptance of Gifts and Donations

Policy and guidelines for the acceptance of gifts or donations to the Laurel-Jones County Library System, Inc. Gifts or donations may include the following: Cash, securities, trusts, books, magazines/journals, documents, audio and video materials, microfilms, memorabilia, photos and other documentation, etc., made to Laurel-Jones County Library System, Inc.

(For the purpose of clarity the word **Library** will be used throughout the remainder of this document and will represent Laurel-Jones County Library and Branches)

The Director of the Library, or the person to whom the Director has delegated the authority, will review all gifts or donations to the library and evaluate them for acceptance.

Gifts accepted by the Library must meet the following conditions:

- Materials are applicable to the current library mission and services.
- Materials are current.
- Materials are in good condition.

(“**Good Condition**” is defined as materials that are free of mold, mildew, odors, insects, insect droppings, vermin, vermin droppings, or any matter that may compromise the health and well being of library staff or users of donated materials.)

Textbooks, workbooks, and other school materials will not be accepted.

Other acceptance considerations will include duplication of titles, rarity of items, provenance, and space available to house and/or maintain the items.

All gifts must comply with the **Policy of Laurel-Jones County System, Inc. with regard to Manuscripts/Materials donated for the Library Collection or for Distribution**, adopted July 2003.

(A copy of the policy is available if requested.)

The donor understands the Director of the Library or his/her designee has the right to disperse all donated materials through gift and exchange programs. Once received as a gift, the Library or the Friends of the Library becomes the owner of the material and can determine the value and or disposition.

If requested, a Gift Acceptance Form will be provided to the donor. The donor is personally responsible for placing value on donations of materials reported to the Internal Revenue Service as “gifts”. The Internal Revenue Service indicates that it is the responsibility of the individual to place value on gifts not the institution receiving the

gifts. Donors needing appraisal of the value of their gifts for tax purposes should secure an appraisal from a qualified appraiser.

(**Tax Law:** “Acknowledgment must be written. Include the amount of cash contributed or a description but not the value of any property contributed, and a description and good faith estimate of any goods or services contributed.” Federal Tax Course, Commerce Clearing House, 1996, p83.)

The Director will inform the Board of Trustees of significant contributions of materials or cash gifts to the library or of potential concerns that might develop with prospective donors to the library.

Gifts of cash or securities will be deposited in the operating capital account or other appropriate library accounts unless otherwise specified by the donor. Donated funds can only be used by the Library in furtherance of the Library’s mission and services. Consideration will be given to use of the funds in compliance with the donor’s request.

The Director and/or the Board of Trustees will make final decisions with regard to donations of all types.