

Stillwater

Public Library

Policy Title: Donations Policy
Date adopted: 12/09/2014; 05/10/2022
Date amended: 05/10/2022
Date last reviewed: 05/10/2022

Purpose

The purpose of this policy is to provide guidance to those who wish to support Stillwater Public Library (the "Library") through a financial or other donation. It describes the scope of donations received and defines the roles and responsibilities for accepting donations made to the Library.

Principles

- Donations are valued expressions of support for the Library and its mission.
- Donations that enhance Library services and programs are welcomed.
- Unrestricted financial donations from individuals, organizations and businesses are encouraged as they allow funds to be directed to services and programs where most needed.
- Financial donations enhance the Library but do not replace public tax support.
- All gifts of any type made to the Library become the property of the Library.
- All gifts of books, media, and other items are made to the Library without display, preservation, retention, or disposition restrictions.
- The donor transfers all rights and title to the copyright, trademark, and any related interest associated (insofar as the donor holds them) to the Library.
- Any gift accepted by the Library will not be returned to the donor by the Library.
- The Library issues letters of acknowledgement but does not provide appraisals of donations or potential donations, and does not accept materials that are not outright donations.
- Any gift that, per the discretion of the Library Director, would substantially alter the library building or the workload of the library's staff, or come with significant restrictions, will be referred to the Library Board for review and approval before it is officially accepted.

Financial Donations

All financial donations are reviewed and approved on a quarterly basis by the Library Board.

The Stillwater Public Library Foundation and Friends of the Stillwater Public Library also accept financial donations.

Donations of Materials

Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as materials acquired for purchase.

Donated materials not added to library collections may be sold, discarded, recycled, donated to nonprofit organizations, or used in collaboration with other government agencies. Donated materials not added to the collection are not returned to the donor.

The Library reserves the right to determine the placement of a donated item in the collection; the Library cannot provide separate shelving or special treatment for the item.

The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of the Library, which has the authority on retention, location and disposition.

Donations of Art or Other Objects

Works of art that align with the Library's mission may be donated to the Library. Artwork acquired by the Library should be of sufficiently high artistic merit to warrant inclusion in the collection and be compatible with the character of the Library.

Donations that complement existing Library collections may be accepted at the discretion of the Library Director. The decision to accept large or new collections of donated art or objects that may be in contrast to the Library's existing core art collection is made by the Library Board upon recommendation of the Library Director. Donated art and objects become the property of the Library, which has the authority on retention, location and disposition.

The actual transfer shall be documented by a letter of acknowledgement from the Library, and it may be subject to additional procedures as determined by the Library or its counsel.

Other Donations

Equipment, furniture, office supplies and other items may be donated to the Library. The decision to accept such donations is made by the Library Director who may consult with the Library Board as needed.

Associated Policies

- Stillwater Public Library: Collection Development and Management Policy

The most current policy supersedes any and all previous policies issued relative to this subject.