



# PROPOSED GIFT ACCEPTANCE POLICY

Approved by the Petersburg Public Library Board XXXXX

The Library Board welcomes gifts that support the library's mission and benefit the community following these guidelines.

## 1. Types of Gifts

- a. **Monetary Gifts:** Unrestricted monetary donations may be used at the Library Director's discretion to support collections, programs, services, or other library needs. Donors may also designate gifts to the library's Endowments. See the *Donor Recognition Policy* for more information.
- b. **Collection Materials:** The library accepts donated books and DVDs suitable for the collection, following the *Collection Development Policy*. All decisions on use or disposal—whether adding, donating, or discarding—are at the library's discretion.

### c. **REPLACES ACCEPTANCE OF NON LIBRARY ITEMS POLICY**

**Real Estate, Artwork, and Other Objects:** Gifts of real estate, artwork or other tangible personal items are subject to approval by the Library Board using the following procedure:

1. The donor must submit a written request to the Library Director, including a color photograph and detailed description of the item. Donors are asked not to bring items to the library without prior approval.
2. The Library Board will review and vote on the request at its next regularly scheduled meeting.
3. If the item is *not accepted*, the donor will be notified in writing within 30 days of the board's decision. If the item is *accepted*, the donor will receive written acknowledgment within 30 days of the board's decision.

## 2. Terms of Acceptance

- a. Gifts with donor-imposed restrictions or conditions will not be accepted unless such conditions are expressly approved in writing by the Library Board.
- b. The library does not guarantee permanent retention. Accepted gifts may be displayed, stored, repurposed, sold or removed at the library's discretion without notice to the donor.
- c. Acknowledgment of monetary gifts is made in accordance with the *Donor Recognition Policy* and at the discretion of the Library Board.
- d. The library does not appraise donated items for tax purposes. Upon request, the library will provide a written acknowledgment of the donation, including a general description of the item(s) and the date received. No dollar value will be stated.