

GIFT POLICY and DONATION GUIDELINES

HISTORY: The Tigard Public Library actively encourages gifts of library materials, money or real property that will help the library better serve the needs of the community and enrich and improve the library resources.

POLICY: The City reserves the right to accept or reject any gift, donation, endowment, bequest, or trust. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance by the City. All gifts (money or materials) become the sole property of the library.

BACKGROUND: Adopted by the Tigard Library Board September 8, 2005.

RULES:

Books and Other Library Resources – The library welcomes gifts of print and non-print materials, with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of materials purchased by the library, as described in the Collection Development Policy. Gift materials not meeting those standards may be given to the Friends of the Tigard Library for their book sales, donated to other libraries or organizations, recycled, or discarded.

Gift materials will be integrated into the regular library collection in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

The library is not obligated to keep donated materials for any length of time and does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

The library will not accept the following types of materials: those that are torn, moldy or damp; periodicals, except the Oregon Historical Quarterly; textbooks; encyclopedias; condensed or abridged materials.

Collections – Gift collections will be accepted only by the Director, with the counsel of the Library Board as appropriate, and with the understanding that the collection may not be kept intact.

Monetary Gifts – Monetary gifts will be utilized by the library to purchase materials or equipment, support library programs, or in other ways the Library Board and the City deem appropriate. The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they coincide with the Collection Development Policy. A bookplate recognizing the donor will be affixed to the material if desired. Substantial cash offerings, securities, and bequests will be handled by the Director, who, with the Library Board, will work out

terms of acceptance that are compatible with library policies, the donor's intent, City policy, and the applicable laws.

Gifts of Works of Art – Works of art will be accepted only by the Director with the counsel of the Library Board as appropriate. The Library Director may request that an art work be accompanied by a current appraisal of value, evidence of provenance and documentation describing the reputation of the artist. An appropriate deed of gift, or a similar document, transferring sole and exclusive ownership of the art work to the Library will be required. The Library Director, in consultation with the Library Board and staff as appropriate, will determine the placement and/or display of any art work in and around the environs of the library. A plaque describing the artist and work may be installed at or near the work of art. The Library reserves the right to approve the wording, size, location and style of the plaque.

Memorial and Celebration Contributions – The library welcomes monetary gifts for the purchase of library materials in memory or recognition of individuals. Suggestions by donors concerning specific titles or subject areas are encouraged and will be respected insofar as they coincide with the Collection Development Policy. The names of the donor(s) and the individual(s) recognized by the gift will be listed on a bookplate and affixed to the material. A letter will be sent to the honoree or to his or her family to let them know about the gift. A letter of acknowledgment will go to the donor as well.

Recognition of Monetary Gifts – The Donor Board recognizes monetary gifts given to the Friends of the Library, the Library and the Library Foundation.

Gifts recognized on the Donor Board are cumulative.

Memorial gifts will be listed in the name of the person memorialized with acknowledgment sent to the donor.

Gifts of \$10,000 or More

Gifts of \$1,000 to \$9,999

Gifts of \$100 to \$999

Gifts Under \$100

Real Estate or Other Personal Property – The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Director, who, with the Library Board, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, City policy and the applicable laws.

Friends of the Tigard Library/Tigard Public Library Foundation – Donations to support the library's services and programs may also be submitted directly to the Friends of the Tigard Library or the Tigard Library Foundation. The Friends and Foundation are tax-exempt 501(c)3 organizations.

Tax Deductions – Donors are encouraged to contact their tax advisor prior to making substantial gifts to the library, the Library Foundation, or the Friends of the Tigard Library. The library will provide a written acknowledgment of the receipt of gifts upon request, but will leave the determination of a value of the donation to the donor.

DONATION GUIDELINES

(Approved for integration into the Gift Policy May 12, 2011)

Do you have books, videos, compact discs or tapes that you wish to donate to your library? The staff appreciates your interest in helping to stretch our budget dollars and add to your community's resources. Here are some guidelines to help you when donating:

1. ONLY materials in good to excellent condition can be accepted. NO soiled, torn, worn, moldy or damp materials can be accepted.
2. The library reserves the right to decide what to do with your donations. We may decide to: add them to the library's collection; put them in the Friends of the Library Book Sale; or donate them to another library or organization.
3. No magazines can be accepted, principally due to space limitations.
4. NO textbooks, encyclopedia sets or videos with the NR-17 or X rating will be accepted.
5. The library can give you a receipt for tax purposes, but cannot put a dollar valuation on your donation.
6. The library may occasionally be unable to accept donations because of limited storage space. It is always best to call ahead! Please call 503.684.6537.

Thank you for your interest in donating to the library and enriching your community resources.