

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 library resources.

POLICY: The City reserves the right to accept or decline any gift, donation, endowment, bequest, or trust. When funds are donated for specific purposes, the amount and nature of the expenditure should be approved in advance by the City.

All gifts (money or materials) become the sole property of the Library. Donations are considered outright and unrestricted, to be used in the best interest of the Tigard Public Library.

The Tigard Public Library is not a depository for records, in any format, owned or loaned by agencies, organizations, or individuals, either on a temporary or permanent basis.

As a department of city government, donations may be tax deductible as provided by law.

Library staff can issue a receipt for tax purposes but cannot appraise the value nor put a dollar valuation on the donation. For the protection of the donor, it is recommended that such appraisals be done by a qualified party before bringing donations to the Library.

BACKGROUND: Adopted by the Tigard Public Library Board September 9, 2004.

GUIDELINES:

Books and Other Library Resources – The Library welcomes gifts of print and non-print materials. Gifts of materials will only be added to the collection if they meet the current needs of the collection and meet the standards of materials purchased by the Library as described in the Collection Development Policy. Donations of library materials may be given to the Friends of the Tigard Library for their book sales, donated to other libraries or organizations, recycled, or discarded.

Gifts of library materials that are added to the collection will follow the same cataloging, processing, and deselecting timeline and procedures as other library materials.

Books, DVDs, Blu-rays, and compact discs in good to excellent condition may be donated to the Library.

The Library will not accept items that are torn, worn, moldy or damp; periodicals; textbooks; encyclopedias; condensed or abridged materials; or videos with the NR, NC17, or X rating. The Library may occasionally be unable to accept donations because of limited storage space or other factors. It is always best to call ahead. Please call 503.684.6537.

Collections – Gift collections will be evaluated and accepted only by the Readers Services Manager and the Library Director, who may consider the recommendation of the Library Board as appropriate, and with the understanding that the collection may not be kept intact.

Monetary Gifts – Monetary gifts will be used by the Library to purchase materials or equipment, to support library programs, or in other ways that may be recommended by the Library Board and the City. 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 to the extent 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 may consider the recommendation of the Library Board, will work out terms of acceptance that are compatible with library policies, the donor's intent, City policy, and applicable laws.

Gifts of Works of Art – Works of art will be accepted only by the Director who may consider the recommendation of the Library Board as appropriate. The Library Director may request that artwork be accompanied by a current appraisal of value, evidence of provenance and documentation describing the reputation of the artist. Appropriate documentation transferring sole and exclusive ownership of the artwork to the Library will be required, in a form approved by the City. The Library Director, in consultation with the Library Board and team as appropriate, will determine the placement and/or display of any artwork 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 to the extent 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 their family to let them know about the gift. A letter of acknowledgment will go to the donor as well.

Real Estate or Other Personal Property – The Library may accept gifts of real property that support the mission of the Library. Such offers will be handled by the Director, who may consider the recommendation of the Library Board as appropriate, 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 library 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.