

***Statesboro Regional Public Libraries
Statesboro-Bulloch County Library***

Donations

Approved by Statesboro-Bulloch County Library Board of Trustees on May 25, 2016

This policy supersedes all prior policies and practices relative to this subject.

The Library welcomes donations that are compatible with the Library's mission, policies, and strategic plans. A donation (or gift) is defined as any item that is given at no cost to the Library. This might include, but is not limited to, items for the collections and monetary contributions.

Donations become the property of the Library. Guided by the Library's *Collection Development* and other relevant Library policy and procedures, the Library staff makes the final decisions regarding the acceptance, use, and disposition of donations.

Books and other collection resource donations

Items donated for the Library's collections include, but are not limited to, print books, CD/DVDs, etc. Designated Library staff members evaluate and process such gifts according to criteria in the Library's *Collection Development* policy.

A donor wishing to give a particular collection item in honor or memory of a person should consult with the Library regarding the suitability of the item for the Library's collections.

Monetary donations

Monetary donations are classified as either undesignated or designated.

Undesignated monetary donations are those given to the Library with no restrictions on disposition. They are dispersed at the discretion of the Library staff.

Designated monetary donations are received by the Library for a particular purpose that is compatible with the Library's mission, policies, and strategic plans. Usually, such donations fall into one of the following categories:

Honorary/Memorial funds: Many monetary donations are given in honor or in memory of a person or event. Such a designation should be made at the time of the donation.

Genealogy Funds: Donations given to the Genealogy area are so designated by the donor and are kept in a separate financial account by the Library.

Other donations

A donor wishing to give the Library any other type of donation, such as art and decorative objects, property, real estate, furniture, equipment, etc., should contact the Library administration regarding the Library's needs.

Tax deductions

All gifts to the Library are tax deductible as allowed by law. Donors are responsible for appraisals and documentation for tax purposes. Acceptance of a gift which has been appraised by a disinterested third party does not imply endorsement of the appraisal by the Library. The Library will not place a value on a gift either before or at the time of the donation.

Recognition of donations and donors

Options for recognizing a donation may include, but are not limited to, book plates for collection items or plaques attached to physical objects. Recognition format may be based on criteria such as aesthetics, costs, practicality, duration, consistency, etc. While intended to be long-lasting, no recognition format should be considered permanent.

Library staff will make the final decision regarding the best recognition option.

The Library's Board of Trustees may authorize plaques or other symbols of honor to recognize organizations or individuals who have made substantial service or financial contributions to the Library or who have had contributions donated in their name.