

## **Gifts and Donations Policy**

The Spring Green Community Library encourages and accepts any gifts or monetary donations at the discretion of the Library Director and Board.

Once given, all gifts and donations are the sole property of the Library and will be used at deemed appropriate and beneficial by the Library Director and Board.

### **Types of Gifts and Their Application**

- Books, Audiovisual Material, Etc.
  - Once books or other items are given to the Library, whether or not they are added to the collection rests with the Library Director.
  - The Library Director will use the Collection Development Policy as a guide to determine whether or not an item should be added to the Library's Collection.
  - If the decision is made to not add the item, the item will most likely go to the Friends of the Library for their book sale.
  - If an item is dangerous, worn, or deemed unsalvageable, the Library Director or staff will dispose of the item as they see fit.
- Furniture or other décor items
  - Acceptance of these items rests with the Library Director.
  - Items of furniture or art must match the aesthetic and mission of the Library space.
  - If something is dropped off at the Library without discussion, the Library Director and staff will exercise their best judgement on what to do with the item.
  - When appropriate, and as decided by the Library Director and Board, permanent recognition might be given for the donation of items.
- Monetary Gifts (under \$5,000)
  - Monetary gifts will be designated or undesignated by the donor.
  - Designated gifts will be used for the purpose assigned by the donor as closely as possible. Purchasing decisions will be made by the Library Director to make sure that the new items fit into the Library's mission. Donations will be used within the calendar year given.
  - Undesignated gifts are those given without a specific purpose mentioned. Purchasing decisions will be made by the Library Director to best serve the needs of the Library and community. Donations will be used within the calendar year given.
  - The money donated by the Friends of the Spring Green Community Library will go to the Director to spend as needed.
- Monetary Gifts (Over \$5,000)

- All monetary gifts over \$5,000 will be given to the Library Board to help support the building and other projects undertaken to serve the Library and the community.
- Designated gifts will be used for the purpose assigned by the donor as closely as possible.
- Undesignated gifts will be used by the Library Board to support the Library as deemed appropriate.

### **Recognition of Gifts**

Naming practices are at the discretion of the Library Director and Library Board.

Adopted by the Library Board: 10/30/2023

Revised: