

Gift, Donation, & Bequest Policy

Purpose

The Walter E. Olson Memorial Library encourages and accepts gifts from individuals and organizations.

Guidelines

The following guidelines cover all gifts given to the Library:

1. All gifts become sole property of the Library and as such can be used and managed as the Library Director and Library Board of Trustees deem appropriate.
2. Publicity for gifts will be worked out between the Director and the Donor i.e. name plates in books, photo published, etc. No publicity will take place without the consent of the Donor. In addition, not every gift will be publicized.
3. The Library Director or the Library Board of Trustees retains the right to accept or decline any gift.

Types of Gifts

Used Books and Other Media

- Books and other media that are clean, in good condition, and meet the Library's current selection criteria will be accepted at the discretion of the Library Director.
- The Library Director will determine which used books will be added to the collection. Those not added to the collection will be disposed of at the discretion of the Library Director. The Library Director reserves the right not to decline used books that are not useful or saleable. For example: Readers Digest condensed books, out of date text books, old encyclopedias, or out of date nonfiction books will not be accepted.
- The Library cannot produce lists of titles donated or to assess the value of used books.
- Upon request, an acknowledgement form for the gift will be issued.

New Books and Other Media

- Gifts of new books and other media that meet the Library's current selection criteria will be accepted at the discretion of the Library Director.
- A book plate may be inserted into new books to designate the donor and the condition/occasion of the gift at the specific request of the donor. Acknowledgement will be sent to the donor and others as requested by the donor.

Other Gifts

- Gifts of equipment, furniture, art objects, etc. shall be reviewed by the Library Director and Library Board of Trustees, to determine whether or not the gift would be suitable and/or enhance the Library and its ability to provide service.
- All gifts must fit the Library's mission and décor, and have no unusual or restrictive criteria for acceptance that would cause complications for the present or the future operation of the Library.
- When appropriate, as determined by the Director and/or Board, permanent recognition may be made for the gift.

Monetary Gifts

- Monetary gifts will be classified as designated, undesignated, or building fund gifts per the request of the donor.
- Designated gifts are those given with a specific purpose specified by the donor. Specific wishes for the use of these gifts will be honored as closely as possible; final selections of the items to be purchased will be made by the Library Director to ensure that the funds is used for items and programs that will best suit the needs of the Library and the people it serves.
- Written acknowledgments will be sent to the donor and others as requested by the donor, and a record of such gifts will be kept at the Library with respect for the donors requests for privacy or anonymity.