

## **Donation Policy**

### **Introduction**

The Walter E. Olson Memorial Library (“OML”, “the Library”) relies heavily on donors to support and fund the collections, resources, and services provided to its community. One-time gifts and planned giving of funds, media, and other materials from individuals and organizations are gratefully welcomed. To aid our donors, the following policy has been developed to provide guidance.

### **General Information**

- The Library Director or their designee retains the right to accept or decline any gift.
- All gifts become sole property of the Library and will not be returned.
- Gifts will be managed as deemed appropriate by the Library Director, as the administrator of this policy.
- The Library cannot provide lists or assess the value of donated materials. It is the responsibility of the donor to determine fair market value of the items donated.
- Records of gifts are retained as per the Library’s Records Retention Schedule. These records are maintained with respect for donor requests for privacy or anonymity.

### **Types of Gifts**

#### **Books and Collection Items**

- Materials that are clean, in good condition, and meet the Library’s criteria and capacity for processing will be accepted at the discretion of the Library Director or their designee after.
- Donated materials may be added to the collection or managed as per the Surplus Property Policy. As with the selection and purchase of new materials, the Library Director determines which donated materials are added to the collection with reference to the Collection Management Policy.
- Library staff cannot confirm whether an item will be added to the collection at the time of donation.

#### **Miscellaneous Gifts**

- Offers of equipment, furniture, art objects, etc. shall be reviewed by the Library Director to determine whether or not the gift would be suitable and/or enhance the Library and its ability to provide service.
- Gifts of this nature must fit the Library’s mission and décor, have no unusual or restrictive criteria for acceptance, or cause complications for the present or the future operation of the Library.

## **Monetary Gifts**

- Donors may choose to designate monetary gifts for a specific area of use (such as types of materials, programs, resources for a specific age group, etc.). Specific wishes for the use of these gifts will be honored as closely as possible, and expenditures will be made by the Library Director to ensure that the funds are used for items and programs that will best suit the needs of the Library and the people it serves.
- Monetary donations are considered OML Board funds and will be segregated from operational funds overseen by the Library's municipal fiscal agent.

## **Acknowledgement of Gifts**

- Upon request, donation of collection materials and miscellaneous gifts will be acknowledged with a gift form.
- Written acknowledgments of monetary gifts will be sent to donors. This acknowledgment may serve as a receipt for tax purposes for gifts of \$250 or more. Additional acknowledgement may be sent to others upon donor request, as in the case of a memorial or commemorative gift.
- At the request of the donor, a donation label/name plate may be added to collection materials purchased with monetary gifts.
- Publicity for major gifts will be arranged between the Director and the donor. Requests for anonymity will always be respected.

Approved: May 20, 2015

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