

Village of Kewaskum Public Library
Gifts and Donations Policy

Accepting gifts and donations is an important way for Kewaskum Public Library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library will determine how to best incorporate such materials into the existing collections. The library reserves the right to dispose of any gifts that are given to the library.

ACCEPTANCE OF GIFTS

1. Any donations or gifts to the library must be consistent with the library's policies.
2. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the library's selection policies and procedures.
3. Donated books are evaluated according to the same criteria that are applied to purchased material. Donated materials which have not undergone the library's selection process will be disposed of at the discretion of the library. Books not added to the library's collection may be sold at the library's ongoing book sale. The library reserves the right to refuse to accept any materials.
4. The library welcomes donations of materials (books, movies, music, etc.) that are in good condition. We do not accept magazines, sets of encyclopedias, Reader's Digest Condensed books, video tapes, cassettes, or textbooks. The library will not accept any damaged, musty, or mildewed items. Books with signs of insect or vermin infestation will not be accepted. Donations discarded from another public library will not be accepted.
5. Non-fiction, informational books should be no more than 3-5 years old to avoid providing outdated or inaccurate information to customers; some topics, like technology, travel, legal or medical information must be newer than 3 years old. Local history books of any age may be accepted.
6. DVDs and CDs must be in cases.
7. Donors with more than 2 boxes or bags of materials to donate must contact the library in advance for an appointment.
8. All donations (of furnishings, equipment, and materials, etc.) become the sole property of the library. No gifts of this nature are accepted unless freely given to the library without restriction to be used as the library sees fit.
9. The decision as to the acceptance of furnishings and equipment shall be made by the Library Board of Trustees on the advice of the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.
10. The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture and signage shall be made by the Library Board of Trustees on the advice of the Library Director.
11. Gifts of cash, securities, real property and bequests that support the mission of the library will be handled by the Library Director, who, with the Library Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws as specified in Statute 43.58 of the Wisconsin State Statutes.
12. Monetary contributions are added to the Village of Kewaskum's general fund in a special funds / donation account.

Village of Kewaskum Public Library
Gifts and Donations Policy

DISPOSITION OF GIFTS

1. Gift items of materials will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.
2. The library will place a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated money.
3. The library retains unconditional ownership of an accepted gift. Once conveyed to the library, no gift will be returned to the donor.
4. The library reserves the right to decide the conditions of display, housing, and access to the materials.
5. All gifts may be utilized, sold or disposed of in the best interest of the library. When gift items are withdrawn from the collection, the library will not notify the donor of the withdrawal. The library will not automatically replace worn-out, damaged, or lost gift items.
6. The library is not obligated to keep donated materials for any length of time.

ACKNOWLEDGEMENT OF GIFTS

1. All gifts, other than donations of used materials, shall be acknowledged by a personal note to the donor from the Library Director or an appropriate representative of the library. In instances where the gift is in honor or memory of a third party or individual, a letter will be sent to the honoree or to his or her family to let them know about the tribute. A letter of acknowledgement goes to the donor as well.
2. Memorial gifts of books or gifts of money to be used for books will have a suitable bookplate placed in the book.
3. A donation receipt will be provided upon request. The library cannot provide monetary value of any donated items.