



## DONATIONS POLICY

### **POLICY STATEMENT:**

The Rock Island Public Library accepts donations of any kind that support and further the mission, goals, and objectives of the Library, as established by the Library Board of Trustees of the Rock Island Public Library. The Donations Policy will specify the type of donations that the Library will accept and how the Library will handle these donations.

**Monetary Donations:** The Rock Island Public Library accepts and welcomes monetary donations for the library and the Rock Island Public Library Foundation. Monetary donations will be routed to the appropriate entity.

**Material Donations:** All material donations, including books, CDs, DVDs, and other materials, are property of the Rock Island Public Library and will be handled in accordance with the Collection Development Policy.

**Art Donations:** All art donations remain unrestricted, to be used according to the sole discretion of the Library, as determined by the Art Committee of the Library Board of Trustees. The decision to accept the gift will be based on the suitability to the library's mission, décor, and the availability of space for display.

**Gifts of Furniture and Equipment.** The library accepts gifts of furniture and equipment that may be of use to the organization. The placement and use of furniture and equipment is the sole prerogative of the library. The library will not accept furniture or equipment that cannot be properly cared for or secured by the library within normal operations and procedures.

**All Other Donations.** The library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the library. Donations of any other type not listed above will be considered on a case-by-case basis.

### **PROCEDURES:**

#### **Monetary Donation**

1. If a monetary donation, fill out a Donations Form, found on the all-staff network drive.
2. Provide a receipt, if requested.
3. Route any money to the Business Office, with appropriate paperwork.

#### **Material Donation**

1. Route any material donations to the selecting librarians.

2. When a donor completes a “Donations Form,” the library director or designee will send a personalized thank you letter.
3. If a donation is not added to the library collection, it may be sold for fundraising purposes at our used sale racks.
4. If a donation does not fit within our donation regulations, the item will be recycled.

#### **Art Donation**

1. The artist may contact the Library Director to propose the donation.
2. The Library Director will record all information, pass along the information to the Board Art Committee, and set a meeting of the committee to discuss acceptance of the art.
3. The Board Art Committee will meet and decide if the piece can be added to the permanent displayed collection/inventory, or if it would be best used as a fundraising piece.
4. The decision of the Board Art Committee will be communicated to the donor by the Library Director.
5. If accepted, the Library will provide a thank you letter to the donor. It is the donor’s responsibility to assign a value for tax purposes.
6. If denied, the Library will send a letter of regret to the donor, thanking them for the gesture.
7. If the artist’s donation is accepted, it may be sold for fundraising purposes.
8. The Library reserves the right to determine the location and display of these objects.

#### **Gifts of Furniture and Equipment**

1. All furniture and equipment donations will be triaged by the Business Office & Facilities Director.
2. Any donation opportunity will be shared at the weekly manager meetings, so that the administration can decide the need for the donation.
3. If a need exists for the furniture and/or equipment, the Business Office & Facilities Director will contact the donor and explain how to donate the item(s).
4. If a need does not exist for the donation, the Business Office & Facilities Director will send a letter of regret, thanking them for the gesture.

#### **Other Donations**

1. The Library Director will be consulted if any other types of donations are offered to the Library.
2. These items will be taken on a case-by-case basis, and may require Board discussion for acceptance/denial.

#### **REGULATIONS:**

- Materials must be in good condition to be accepted.
- Employees will provide a receipt upon request. It is up to the donor to determine the value of items donated.
- If our selectors determine an item is not needed for the collection, the item may be routed to the library book sale areas.
- Donations should not be placed in the any of the library book drops.
- The library has the right to refuse any donation.
- The library has the right to sell, for fundraising purposes, any donation.

- A handout will be available that outlines our material acceptance guidelines.

#### **GUIDELINES:**

1. **General donations to the library.** Monetary donations will be placed in an account for undesignated spending, but will traditionally fund extra programming and materials. Material donations can be dropped off at any public service desk. All other donations will follow the policy, procedures, and regulations described above.
2. **Donating to the Rock Island Public Library Foundation.** Patrons can directly donate to the Rock Island Public Library Foundation, a private, 501(c) 3 organization, created to benefit the non-operational needs of the Rock Island Public Library. Donations are tax-deductible, as allowable by law. Donations can be designated for a specific purpose, or be put in a general account. The Foundation grants the library a large sum of money each year, allowing the library to provide enhanced services to the community. The Library Board of Trustees may defer any donation to the Rock Island Public Library Foundation as they see fit.
3. **De-accessioning donated art.** Donations of art may have a limited lifespan at the library, depending on space and building needs, as well as condition. Since there are no curators or archivists on staff, an art piece may require de-accessioning and/or disposal. There may be a time when the art piece is no longer needed and will be de-accessioned as part of the art inventory. The Library may use the art piece at fundraisers to help further the mission, objectives, and goals of the Library.

BOARD APPROVED: 5/21/2013

REV: 09/16/2014 REV: 10/21/2014

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