

## Donation and Gift Policy

The Greenfield Public Library (GPL) welcomes donations in the form of financial, books, and other materials. Those that fall into the library's collection development policy and are not already held within the library's collection are most welcome. The library's general policy is to accept gifts and donations of materials without restrictions on their use.

### **Overview**

All donations become property of the GPL. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services of the GPL. Donated materials may be added to the collection, sold in the library's used book sale with proceeds benefitting the library, or discarded if necessary. Donations cannot be returned, nor can the library notify a donor how an item is used. All donated items must be delivered to the library. The Library Director or Assistant Director is authorized to determine guidelines for materials that may or may not be accepted at any given time.

Material donations must be in good condition. GPL cannot accept items with mildew or mold, a smoky or musty smell, or are otherwise in poor condition.

### Accepted items

- Hardcover and paperback books published within the last 10 years
- Travel guides published within the last five (5) years
- DVDs
- Nintendo Switch Video Games
- Jigsaw puzzles (these will be put out for free in the puzzle exchange near the reference desk)

### Items not accepted

- Textbooks
- Encyclopedias
- Reader's Digest Condensed Books
- Magazines
- VHS Videocassettes
- Books on Cassette or Compact Disc
- Catalogs
- Computer software

Special collections and memorials collections will not be shelved as separate physical entities. Such collections will only be accepted because they will be integrated into the general collection(s).

GPL appreciates local authors who are willing to support the library by donating their works. The library does not purchase unsolicited materials. Whenever possible, the library wishes to recognize the literary efforts of local authors by including their works in the collection. Works must meet the selection criteria and standards detailed in the Library's Collection Development Policy.

### **Use of Gifts**

Gifts will be retained as long as they serve the library's best interest. The library cannot commit itself to the perpetual housing of a donation. All donations are subject to the library's standard maintenance and withdrawal policies and procedures. 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 or lost gift items.

### **Equipment and Furnishings**

The Library Board will decide to accept equipment and furnishings with a value greater than \$500.00, as appropriate. Among the criteria on which the decision shall be based are need, space, impact on time of staff (e.g.,

must it be recharged or frequently serviced), and expense and frequency of maintenance. All decisions regarding equipment and furnishings are final.

**Works of Art**

The Library Board reserves the right to determine the location, display of artwork, and appropriateness within the scope of the library's mission. They may request a current appraisal of value accompanying that artwork and may request evidence of artistic importance, merit of the work, and the artist's reputation. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the artwork to the library will be required. The Library Board may also request evidence of provenance and present the artwork title from the donor.

**Landscaping**

The Library Board shall decide on the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the existing landscaping, the cost of maintenance, and consideration of any future building expansion, renovation, or similar circumstances.

**Appraisal**

The donor is responsible for obtaining an estimate or appraisal of the donated materials for tax purposes. The library is unable to assess the value of these items. The library provides a gift receipt acknowledgment form at the donor's request. Information on IRS rules and regulations regarding charitable deductions can be found in the U.S. Treasury, IRS Publication 526, "Income Tax Deduction for Contribution." Or through the local Internal Revenue Office at 310 W. Wisconsin Ave. Milwaukee, WI 53203. Hours: Monday-Friday 8:30 am-4:30 pm. Phone: 414-297-1662

**Monetary Gifts**

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended to purchase materials or supplies, library staff will determine what to buy using the same criteria as for all other purchases. Donors are welcome to specify a general preference for the allocation of their donation, but the final decision rests with the library to determine the most appropriate use of the funds.

**Recognition**

All financial contributions shall be acknowledged by letter as soon as possible upon receipt of the contribution. In the case of a memorial or gift contribution, an acknowledgment shall be sent to the honoree or the family of a memorialized person, as requested by the donor.

Monetary gifts will be recognized on the GPL Donor Recognition Wall annually.

Five categories of giving are acknowledged on the wall:

- Partners: \$500+
- Innovator: \$1,000 +
- Champion: \$5,000+
- Leader : \$15,000+
- Visionary: \$25,000+