

# Gifts and Memorials Policy

Fond du Lac Public Library

Board approved: May 17, 2018

Previous policy dated: April 17, 2003

## General Provisions

- A. The Fond du Lac Public Library welcomes gifts of useful materials as long as they meet the same selection criteria as purchased items.
- B. Gifts of money or materials will be used or disposed of according to the best interest of the library and the community as judged by staff.
- C. The library may accept donations of cash to purchase materials for a specific audience or on a specific subject. Any other restrictions on the use of a gift must be approved by the Director in writing prior to acceptance of the gift.
  - a. Significant cash donations may be forwarded to the Library's Foundation Fund. Donations over \$2,000 may warrant recognition on the Foundation plaque at the donor and Library's discretion.
- D. The library reserves the right to refuse gifts to purchase material outside of our collection development policy, or when the purchases would provide a significant imbalance in the point of view of a collection.

## Books and Other Materials

- A. Library staff will make the final decision as to the use and display of donated items.
- B. Except in extreme cases—usually involving large collections—books and other materials will not be evaluated prior to their being donated to the library. Donated items that fall outside the current need of the library will be put up for sale at the Library's Chapter 52 bookstore. Items that are added to the collection and later withdrawn may also be placed at Chapter 52.
- C. Upon request, a bookplate identifying the donor may be affixed to items that are added to the library collection.

## Artwork and Realia

- A. The Fond du Lac Public Library is not a museum and thus has limited space for permanent displays. Works of art and other realia will be evaluated by staff for artistic quality and/or historic significance and local interest. In some cases, this evaluation may be forwarded to the Library Board who will make the final decision whether or not items in question will be accepted. The President of the Board of Trustees may appoint a subcommittee of the Board to make this determination.
- B. While donors may reasonably expect that donated art and realia may be retained for a significant time period, many items will eventually lose their historic or local interest and may be disposed of at the discretion of the Library.
- C. In lieu of accepting an item as a gift, the Director may accept an item as a long term loan.

- D. An accession form will be completed on all art and realia accepted by the library as a gift or long term loan.

**Appraisals, Assignment of Value, and Tax Receipts**

- A. The Library cannot appraise items offered or given to the library.  
No monetary value may be assigned to any gift other than cash.
- B. Upon request, the Library will provide donors with a receipt for all donations.