

Donations & Gifts Policy & Procedure

Policy Statement

The Van Buren District Library welcomes gifts and donations that promote the Library's mission, initiatives, and services.

Regulations

1. The Library makes the final decision on acceptance, use, or disposition of all materials, donations, or gifts and retains unconditional ownership of same.
2. The Library reserves the right to suspend or refuse the acceptance of donated materials or funds. The Library may decline any donation or gift which it deems has excessive or onerous conditions attached.
3. Checks shall be made payable to the Van Buren District Library. In no event shall a check be made payable to an individual who represents the Library in any capacity.
4. Appraisal of non-cash donations are the responsibility of the donor.
5. Gifts to the Library, a governmental unit, may qualify as a tax deduction; the donor will have to consider their particular circumstances for the specific effect and should consult with his or her tax advisor.
6. Library Materials
 - A. When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased may be guided by the wishes of the donor. The Library, however, will choose specific titles and otherwise retain the right of final decision.
 - B. The staff will consider donated materials for possible addition to the Library's collection using the same selection criteria as for purchased materials. Materials not added to the collection, or gifts the Library determines are not suitable to accept, shall be deemed to have no value and may be discarded, sold, or given away.
 - C. Special and memorial collections will not be shelved as separate physical entities. If accepted, these collections will be integrated into the Library's general collection. The only form of commemorative identification will be a bookplate.
7. Donor Recognition
 - A. The Library will provide written acknowledgement to the donor which clearly describes the nature of the gift and when it was received.
 - B. Unless anonymity is specifically requested, and with full respect for donor privacy:
 - i. Donor names may be published in reports to the board, press, Library newsletters, or via bookplates.

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- ii. The Library may choose to recognize significant contributions of time, talent, or money in other ways.

Procedures

8. The Library accepts donations of books and other materials such as DVDs. Items may be added to the Library's collection, donated to the Friends of the Van Buren District Library or a similar group, or otherwise sold at the Library's discretion.
9. The Library reserves the right to refuse donations of materials that cannot be added to the Library's collection or sold. Items that are generally not accepted for donation include:
 - A. Dirty, moldy, musty, stained, water-damaged, or otherwise worn items
 - B. Items that were stored in a garage, barn, or outdoors
 - C. Items that smell of smoke from tobacco or wood fires
 - D. Encyclopedia or other multi-book sets
 - E. Magazines and Newspapers
 - F. Textbooks, manuals, or workbooks
 - G. Readers' Digest Condensed Books
 - H. Items in outdated formats such as cassette or VHS tapes and compact discs
10. The Library asks that donors please bring items in a container they do not need returned to them. Oftentimes, Library staff do not have the time to immediately sort through donations.
11. The Library may temporarily suspend the acceptance of donations when there is no room to adequately store materials, in the event of Library construction, or due to a public health crisis such as a pandemic.
12. Donated items should not be placed in the drop box. The Library may discard donations left in this manner.
13. Items of historical significance to Van Buren County and the State of Michigan should be evaluated by the Local History Librarian for possible inclusion in the Local History collection. Please note only items in various media formats such as books, written records, photographs, etc. will be considered for inclusion into the Local History collection. The Local History Department will not accept donations of non-media objects such as furniture, artwork, etc.
14. Incoming items are reviewed by Library circulation staff or volunteers first, then held for Library specialists to examine for possible inclusion in the Library's collection. Items not added to the Library's collection will go to the Friends of the Van Buren District Library or a similar group to be sold at the Library's discretion, or discarded.
15. Library staff cannot appraise items.
16. Library staff are not able to help carry boxes or bags of items into the building.

17. Application of this policy will be based on the judgment of the Library Director or the Library Director's designee.

Approved: August 24, 2021
Van Buren District Library Board of Trustees