



# LIBRARY POLICY

## CITY OF TUALATIN

### GIFT POLICY

---

**POLICY:** Tualatin Public Library appreciates and welcomes gifts, including library materials or money, that will enhance library services and resources. The Library reserves the right to accept or decline a gift, donation, endowment, bequest, or trust.

**RULES:**

**Books and Library Materials**

The Library ~~welcomes-accepts~~ gifts of print and non-print materials. The Library will ~~accept as gifts-add to its collection~~ only those materials that meet the same standards required of materials purchased by the Library, as described in the Collection Development Policy. Gift materials not added to the collection ~~may be given are usually~~ to the Friends of the Tualatin Public Library or ~~may be~~ donated to other libraries or organizations. Any gifts may be disposed of as surplus at the Library's discretion for any reason, consistent with City policies and applicable laws.

**Monetary Gifts**

Monetary gifts to the library may be utilized by the library to purchase materials or equipment, support library programs, or in other ways that the City deems appropriate. Funds donated for a specific purpose or restricted gifts will be accepted at the Library's discretion.

The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they meet the standards established in the Collection Development Policy.

Monetary donations will be handled by the Library Director who will work out terms of acceptance compatible with library policy, the donor's intent, City policy, and applicable laws.

Donations to support library services and programs may also be submitted directly to the Friends of the Tualatin Library or the Tualatin Library Foundation. The Friends and the Foundation are tax-exempt 501(c)3 organizations. The Library Foundation is the preferred recipient for substantial monetary donations, bequests, publicly traded stocks, perpetual and endowed gifts, and other property.

**Real Property, Equipment, and Art**

Donations of real property must be approved in advance by the Tualatin City Council. City staff will contact the City Attorney for assistance with real property transactions.

Works of art may be accepted by the Director at the City's discretion. The City may seek consultation from the city's advisory committees. The City may request that an artwork be accompanied by a current appraisal of value and evidence of provenance.

All personal property, art objects, and equipment will be accepted only on the condition that they may be kept, sold, donated, or discarded at the discretion of the Library Director.

**Recognition**

Donations received in amounts of \$1000 or more entitle the donor's name to be placed on the Library Donor Board. The Donor Board recognizes gifts given to the Library, the Friends of Tualatin Library, and the Tualatin Library Foundation. The giving levels recognize cumulative gifts. Donors can choose to remain anonymous.

Recognition Level	Amount Given
Library Lovers	\$1000-4999
Bookends	\$5000-9999
Best Sellers	\$10,000-24,999
First Editions	\$25,000+

Gifts may be made "in memory of" or "in honor of." Gifts will be formally acknowledged if the donor wishes. A bookplate recognizing the donor will be affixed to donated materials or materials purchased with gifts of cash if desired.

The Library does not appraise gifts for tax purposes but will provide a receipt of a donation upon request. The City does not advise on tax matters.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee xxxx, 20--.