

Belle Plaine Public Library
Donation Policy
Board Approved March 28th, 2017

The Library accepts gifts and donations of any kind that supports and furthers the mission of the Library, including but not limited to: money, furniture, equipment, books and materials. However, the Library retains the prerogative to accept or reject any gift for the Library.

A. General

The Library gratefully accepts gifts and donations. Donors should contact the Library Director about potential gifts, with the exception of book donations, which can be left at the front desk.

The Director will make the determination to accept or deny the gift if the value of the donation is under one hundred dollars. If the value of the donation is over one hundred dollars, the Library Director will make a recommendation to the Library Board, who will vote to accept or deny the gift.

The Library will not accept gifts and donations that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Gifts with historical value will be directed to the Belle Plaine Historical Society.

The Library cannot and does not appraise books, or any other items. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

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. The Library will work with the donor to reach an agreement on the disposition of the gift. However, the Library will not accept a gift if the donor's wishes cannot be carried out successfully by the Library for any reason or do not fall within the mission of the Library. If this is determined to be so, the donor will be notified in writing and the gift returned.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently. Gifts and donations will be integrated into the library collections in normal sequence, will be available to all library patrons, and will otherwise be handled as any other material belonging to the library, including the Collection Development Policy.

B. Donations for the Collection

The Library accepts gifts of library materials in good condition. This includes, but is not limited to, books, CDs, DVDs, and magazines. All library materials accepted as gifts will be evaluated in accordance with the Belle Plaine Public Library Collection Development Policy.

In most cases, usable library materials that the Library does not add to its collections are put in the annual Book Sale. Money raised from the Book Sale is used to benefit the Library and its programs.

If requested, gift plates to recognize the honorary or memorial gifts are placed in or on the items donated and added to the Library collections or in items purchased by the Library with monetary donations. The Library retains the prerogative to determine when the use of a gift plate for recognition is feasible and appropriate.

C. Receipt of Donation

Acknowledgement letters are usually not written for routine donations of books and materials. At the request of the donor, the Library will supply a receipt for tax purposes.