

Laingsburg Public Library

Donations & Gifts Policy

The Laingsburg Public Library gratefully accepts donations that support and enhance the Library's mission to provide educational, cultural, and informational resources for the community. This policy outlines the guidelines for accepting gifts of materials, monetary contributions, bequests, memorials, and other assets.

1. General Guidelines

- All donations become the **property of the Laingsburg Public Library** upon receipt.
- The Library reserves the right to accept, decline, or dispose of any donation in accordance with its needs, policies, and space limitations.
- Donations will be used at the **Library's discretion**, unless designated for a specific purpose approved in advance.
- Acknowledgments of gifts for tax records will be provided. Appraisal values of donated items will not be made.

2. Donations of Books and Other Materials

Accepted Items

The Library accepts **new and gently used**:

- Books (fiction and nonfiction)
- Audiobooks
- Magazines (current)
- DVDs and CDs
- Puzzles and educational materials
- Local history materials

Items Not Accepted

- Items in poor condition (e.g., moldy, torn, water-damaged, outdated)
- Encyclopedias or textbooks (unless of local historical interest)
- VHS tapes or cassette tapes
- Materials that do not align with the Library's Collection Development Policy

Disposition of Materials

- Accepted materials may be:
 - Added to the Library's collection (if they meet selection criteria)
 - Items not selected for the collection may be given to the Friends of the Laingsburg Public Library for use at book sales to raise funds for Library services. All proceeds from the sale of donated items will go to benefit the Laingsburg Public Library.
 - Donated elsewhere or responsibly recycled if not needed

3. Donations of Non-Book Items and Furnishings

- Donations of **furniture, technology, or other physical enhancements** to the Library space must be approved in advance by the **Library Director** and/or **Board of Trustees**.
- Items must be clean, safe, and in good working order.
- The Library may decline items that are duplicative, inappropriate for public use, or incompatible with Library facilities.

4. Artwork and Decorative Items

- The Library may accept **artwork or decorative items** that enhance the aesthetic of the building or promote cultural engagement.
- All such items require prior review and approval by the **Library Director** and/or **Board of Trustees**.
- The Library retains the right to determine **placement, display, and duration**, and may relocate or remove items at its discretion.

5. Monetary Donations, Bequests, and Trusts

Unrestricted Monetary Donations

- Monetary gifts without restrictions will be directed to the **Library's general fund**, where they may be used to support collections, programs, technology, furnishings, or facility improvements, as prioritized by the **Library Director** and **Board of Trustees**.
- Donations will be acknowledged with a thank-you letter and receipt, if requested.

Restricted Donations

- Donors wishing to restrict how funds are used (e.g., for children's books, technology, specific programs, building fund or memorial purposes) must discuss their intent with the **Library Director** before the donation is finalized.

- All restrictions must be approved by the **Library Director and/or Board of Trustees** to ensure compatibility with the Library's mission, needs, and operational policies.

Planned Giving

- The Library encourages **bequests, trusts, and other planned giving** through wills or estates.
- Donors are advised to consult legal and financial advisors.

6. Memorial and Honorary Donations

- Donations may be made **in memory or honor of an individual**, with funds used for books, furnishings, technology, or other enhancements.
- Donors may request that specific types of materials (e.g., children's books, local history) be selected in the person's name.
- A **bookplate** or acknowledgement may be placed in or near the item, at the Library's discretion.
- The Library will send an acknowledgment letter to both the donor and honoree/family, if contact information is provided.

7. Right of Refusal and Withdrawal

- The Library reserves the right to **decline any donation** that is inconsistent with its policies, mission, or space.
- Donated materials may be **removed or retired** from the collection or physical space when they are no longer appropriate, relevant, or in usable condition and disposed of in the appropriate manner.

8. Policy Review

This policy shall be reviewed every **three years** or as needed by the **Library Director and the Board of Trustees**.

Approved and adopted by the Laingsburg Library Board of Trustees: May 27, 2025