

STOUGHTON PUBLIC LIBRARY

GIFT, DONATION, BEQUEST POLICY



Approved by Library Board 09-18-24

I. Purpose

The Stoughton Public Library encourages and accepts gifts from individuals and organizations.

II. Guidelines

The following guidelines cover all gifts given to the Library:

- A. The Library Director or the Library Board retains the right to accept or refuse any gift.
- B. Publicity for gifts will be worked out between the Director and the donor. No publicity will take place without the consent of the donor. In addition, the Library cannot promise that publicity will occur with every gift.
- C. All gifts become sole property of the Library and as such may be used and managed as the Library Director and Library Board deem appropriate.

III. Types of Gifts

A. Used Books and Other Media

1. Books and other media that are clean, in good condition, and meet the Library's current selection criteria will be accepted at the discretion of the Library Director.
2. Library staff will determine which used items will be added to the collection. Those not added to the collection may be disposed of as library staff see fit, e.g. in the Friends of the Library book sale. Library staff reserve the right not to accept used books that are not useful or saleable; for example: Readers Digest condensed books, out of date text books, old encyclopedias, or out of date nonfiction books.
3. The Library cannot produce lists of titles donated or assess the value of used books.
4. Upon request, a receipt for the gift will be issued.

B. New Books and Other Media

1. Gifts of new books and other media that meet the Library's current selection criteria may be accepted at the discretion of library staff. Library staff will determine which new items will be added to the collection. Those not added to the collection may be disposed of as library staff see fit, e.g. Friends of the Library book sale.

As with donations of used items, library staff reserve the right not to accept new items that are not useful or saleable.

C. Other Gifts

1. Gifts of equipment, furniture, art objects, etc. shall be referred to the Library Director and Library Board, who will determine whether or not the gift would be suitable and/or enhance the Library and its ability to provide service.
2. All gifts must fit the Library's mission and décor, and have no unusual or restrictive criteria for acceptance that would cause complications for the present or the future operation of the Library.
3. When appropriate, as determined by the Director and/or Board, permanent recognition may be made for the gift.

D. Monetary Gifts

1. Monetary gifts will be classified as designated, undesignated, or building fund gifts per the request of the donor and the discretion of the Library Director. See Special Gift Fund Policy.
2. Designated gifts are those given with a specific purpose intended by the donor. Specific wishes for the use of these gifts will be honored as closely as possible. Final selections of the items purchased will be made by the Library Director to ensure that the money is used for items that will satisfy the donor's wishes and best suit the needs of the library.
3. Written acknowledgments will be sent to the donor and others as requested by the donor, and a record of such gifts will be kept at the Library.
4. When monetary gifts are used to purchase new books at the request of the donor, a book plate may be inserted into the books to designate the donor and condition/occasion of the gift.

IV. Recognition of Gifts

All donors shall receive a written letter of appreciation from the Library Director. A list of all donors, updated annually, shall be displayed at the library entrance.

Adopted: October 10, 2002
Revised: October 9, 2003
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