

# SUN PRAIRIE PUBLIC LIBRARY

## *GIFT POLICY*

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### **I. Purpose**

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#### **I. Purpose**

(A) The Sun Prairie Public Library Board of Trustees welcomes and encourages gifts in support of the library. The purpose of the gift policy is to accept gifts in a manner that most benefits and enhances the library's mission and is consistent with the library's service goals and objectives.

(B) The Board is empowered by Wisconsin Statute 43.58 to administer gifts that are accepted. The Library Board empowers the Library Director to manage contributions.

#### **II. Types of Gifts**

(A) Books, pamphlets, periodicals, audiovisual materials, and other items that might be used in the library's collection of materials are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable, discarding them if conditions warrant, or donating them to the Friends of the Sun Prairie Public Library for resale or to other libraries, unless the donor requests return of unused materials.

1. Out of the many items which citizens so generously give, only a portion may be used to full advantage by the library. A particular item may be a duplicate of what the library already owns, be outdated, or in poor physical condition. Staff responsible for the evaluation and selection of gift materials will base their acceptance decisions on the guidelines set forth in the collection development policy. Specific considerations may include space constraints in the library, date of the material, condition of the material, value of the content and appropriateness of treatment.
2. Gift plates will be mounted on materials at the discretion of the library.
3. Special collections of gift materials that are deemed usable may be integrated into the regular collections rather than be kept together as a separate entity.

(B) Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale or transfer to another agency.

### **III. Terms of Acceptance**

(A) The library cannot accept gifts under restricted conditions. Requirements of special housing or special handling of any item proposed as a gift may render it unacceptable. Accepted gifts may not be held permanently by the library. They may be disposed of at the library's discretion.

(B) Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally, such requests will not be honored unless their benefit to the community outweighs the administrative procedures required to service them and they cannot be made available to the community through any other source.

(C) Contributions of gifts, donations or grants which may involve major costs for installation and/or maintenance, or initial or continuing financial commitments of funds, shall be presented to the Board for approval prior to acceptance.

(D) The gift, donation or grant shall not add to the staff load; nor shall it start a program which the Board may be unwilling to continue.

### **IV. Appraisal**

#### **(A) Appraisal for Tax Purposes**

The library is not in a position to assist individuals in estimating the value of a gift for tax purposes. Value appraisal for tax purposes is the responsibility of the donor.

#### **(B) Non-tax Related Appraisals**

To ensure proper consideration of art objects and gifts that appear to have significant value, the library may wish to consult an expert on appropriateness and value in advance of acceptance.

### **V. Endowments**

The library encourages and accepts endowments. Endowment funds are managed by the Sun Prairie Public Library Foundation. The foundation gift policy is available at the library Information Desk.

Adopted April 11, 2002