

SUN PRAIRIE PUBLIC LIBRARY

GIFT POLICY

I. Purpose

- A. The purpose of this policy is to accept gifts in a manner that most benefits and enhances the SP Library's mission and is consistent with the library's service goals and objectives.

II. Types of Gifts

- A. Materials that might be used in the library's collection 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.
 - 1. Staff responsible for the evaluation and selection of gift materials will base acceptance on the guidelines set forth in the collection development policy.
 - 2. 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 are accepted or declined on the basis of suitability to the library's mission, décor, and availability of space. 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 Board is empowered by Wisconsin Statute 43.58 to administer gifts that are accepted. The Library Board empowers the Library Director to manage contributions.
- B. The library cannot accept gifts under restricted conditions.
- C. 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.
- D. Contributions of gifts or donations that 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.

IV. Appraisal

- A. Appraisal for Tax Purposes:
 - 1. Value appraisal for tax purposes is the responsibility of the donor.
- B. Non-tax Related Appraisals
 - 1. To ensure proper consideration of art objects and gifts that appear to have significant value, the library reserves the right to consult an expert on appropriateness and value in advance of acceptance.
- C. The library is not liable for the tax ramifications of a donation.

V. Endowments

- A. The library encourages and accepts endowments, which are managed by The Sun Prairie Public Library Foundation.

Adopted: April 11, 2002

Reviewed and approved: April 10, 2008

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