



DONATION PROCEDURE & GIFT POLICY

I. Purpose

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

II. Acceptable Materials

- A.** The library accepts a variety of new or gently used print and multimedia. Materials donated to the library are not automatically added to the collection. The items are reviewed according to the Library's Collection Development Policy and Gift Policy.
- B.** Materials that might be considered for use in the library's collection are accepted with the understanding that the library has the authority to dispose of the materials as deemed appropriate, discarding them if conditions warrant, or donating them to the Friends of the Sun Prairie Public Library for resale, or transferring or selling the material to other agencies.
- C.** Staff responsible for the evaluation and selection of gift materials will base acceptance on the guidelines set forth in the collection development policy.
- D.** Due to space and staff constraints, the library has a limit to how many donations it can receive at any given time. Donated materials should be brought to the Welcome Desk. The library can accept small donations during all open hours. Large donations shall be accepted by appointment **ONLY**. Staff shall make every effort to schedule a time that is convenient for the donor.

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.** 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.
- C.** 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.
- D.** In most cases, financial contributions over \$1000 will be evaluated and may be transferred to the Sun Prairie Public Library Foundation.
- E.** The Library has a Naming Rights Policy in place to address gifts intended for library spaces.

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 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

All endowments should be made directly to the Sun Prairie Public Library Foundation.

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