

GIFTS AND DONATIONS POLICY

PURPOSE

The Pewaukee Public Library welcomes donations and gifts from individuals, businesses, corporations, foundations and other community organizations. For the purpose of this policy, “Library” refers to the Library Director or the Library Board of Trustees. Any donations or gifts accepted by the Library will be viewed as an addition to, not a reduction of, the library’s operating budget and will be accepted/used in accordance with the Library’s mission and related Library policies

TYPES OF DONATIONS

- Monetary Gifts
 - Monetary gifts may be used to purchase materials, to support programs or services or in other ways the Library deems appropriate.
 - A donor may request that a monetary gift be applied to a specific library initiative or line item in the library’s budget.
 - A donor may request that a monetary gift be used to purchase memorial materials. A gift plate may be placed in the item.

- Materials
 - The Library accepts donations of new or gently used books, audio books on CD, DVDs, magazines, and music CDs:
 - Any donation/gift of library materials which is added to the library’s collection must meet the same selection criteria as purchased materials.
 - Gifts of materials will be accepted by the Library with the explicit understanding that they may or may not be added to the library’s collection.
 - Materials not added to the collection will be given to the Friends of the Pewaukee Library for resale or disposed of by other means.

- Personal property, art or other objects
 - Gifts of personal property, art, antiques, or other objects are accepted or not accepted on the based on considerations of need, appropriateness, maintenance and precedence.
 - All gifts in this category are subject to the approval of the Library Board of Trustees.

GENERAL REGULATIONS

- The Library reserves the right to accept or refuse any gift.

- The Library accepts gifts with the understanding that no restrictions will be applied to the gift, except such restrictions jointly agreed upon by the donor and the Library Board of Trustees.
 - Once an item is accepted by the Library, the item becomes the sole property of the library and may be handled in any way the Library deems appropriate.
 - The Library reserves the right at all times to dispose of any gift without notification to the donor.
 - Donations are tax deductible to the extent provided by law. Library staff cannot place a value on donated items but upon request will provide a donation slip at time of intake of items. It is the responsibility of the donor to determine the tax implications of a donation.
 - Donor, sponsor and/or partner names are public information unless the donor requests anonymity.
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Adopted by the Pewaukee Public Library Board of Trustees: April 21, 2005

Revised by the Pewaukee Public Library Board of Trustees: September 15, 2010;
November 18, 2020.