

STILLWATER PUBLIC LIBRARY DONATION POLICY

The Stillwater Public Library Board, The Stillwater Public Library Trust Board, and the staff of the Stillwater Public Library are most appreciative of the many donations and monetary contributions received each year.

Donations

A donor may give books or audiovisual materials which are in good condition to the Library. The Library reserves the right to accept, decline, discard, or sell in the Friends of the Library Book Sale any donations.

All donated materials will be reviewed by staff for possible placement in the collection based on the guidelines established in the Stillwater Public Library Collection Development Policy. Materials chosen for the collection will take approximately six weeks to process and are generally **not** listed in the *Stillwater NewsPress* as donations.

Materials not chosen for placement in the collection will be sent to the Friends of the Library for their book sale unless the donor requests, in advance, the return of materials. A donor requesting the return of any item needs to complete a Donation Review Form. Completed review forms should be forwarded to the Business Office along with the item(s) to be donated. The item(s) will be reviewed by a staff committee, and the donor will be notified of the decision to add or return the materials.

For any donor requesting a receipt, a receipt letter will be provided stating the number of items donated. The Library will not provide an appraisal for any unsolicited donations. Donations may be deductible for income tax purposes. Please consult your tax advisor.

Memorial and Honor Donations

A donor wishing to make a monetary donation for the purchase of books or audiovisual items in memory or honor of a special person should contact the Library Director. The Director will review what titles are available on a specified subject matter, if indicated by the donor, and select a title within the given price range which is most needed by the Library. It should be remembered that in the case of an item which must be ordered, it may take six to eight weeks for it to arrive at the Library before processing.

For memorial donations, a card will be sent to the relative designated by the donor indicating the title of the item, whom the item has been given in memory of, and the name of the donor. For honor donations, a card will be sent to the honoree indicating whom the item has been given in honor of, the title of the item, and the name of the donor.

Information about the donor and the person in whose name the donation has been made will appear on a plate on the front fly page of the book(s) or on a label for audiovisual donations. The item(s) will also be listed as a donation(s) or memorial(s) in the *Stillwater Newspress*.

A donor who would like to make a monetary donation to enhance a specific collection in the Library should contact the Library Director. The Director will select the item(s) to be added to the collection under the guidelines of the Collection Development Policy and within the specified amount of the monetary donation. The donor information will appear on a plate on the front fly page of all books and/or on a label for audiovisual items. The item(s) will also be listed as a donation in the *Stillwater Newspress*.

A record of all monetary contributions is kept at the Library, and shortly after the first of the year a letter will be sent to all donors listing the dollar amount of their gift(s) for income tax purposes.

Trust Donations

A donor may also make a monetary contribution to the Stillwater Public Library Trust, which was created for the benefit of the Library and is used to purchase equipment and materials for the Library, to fund programming for the Library, and to cover trust expenses for fund raising and other related activities.

The Stillwater Public Library Trust recognition categories are as follows:

Amount	Recognition
Up to \$500	Book of Honor
\$501-\$999	Framed List
\$1,000-\$2,499	Bronze Plaque at Front Entrance to Library
\$2,500-\$4,999	Book Stacks or Other Equipment
\$5,000-\$9,999	Major Furnishings/Special Equipment
\$10,000-\$19,999	Program Supporter*, Public Service Desk or Other Designated Area
\$20,000-\$49,999	Conference Room
\$50,000 and up	Major Room or Other Appropriate Recognition

*Program supporters will be acknowledged on all program literature for a specific program for a period of ten years.

All Trust donors with contributions of \$1,000.00 or more will be recognized on a bronze plaque at the front entrance of the Library.

Other Donations

The Library Director will refer decisions on all equipment, art, or other unusual donations with significant policy implications to the Library Board for consideration.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Revised 6/24/03; 10/25/05