



Elmwood Public Library Gifts & Donations Policy

Adopted: May 30 2018

Revised: June 21, 2023

The Elmwood Public Library (“EPL”) believes that private initiative has an important role in extending and enriching the services of the library. The EPL Board of Trustees (“library board”) establishes this policy to set guidelines for accepting gifts and donations.

Policy

1. The library board is authorized to receive, manage and dispose of gifts and donations for library purposes per Wis. Stat. § 43.58(7).
2. Gifts and donations for the library should be of such nature that usage of them falls within the mission of the EPL.
3. Gifts and donations are an addition or supplement to, not a reduction of, the EPL operating budget.
4. Gifts and donations should be complete and may be refused if the expenditure of library funds is necessary to make the gift item usable or they result in ongoing operating costs to EPL such as staffing or special maintenance. Any such gift requires library board approval for acceptance.
5. EPL accepts gifts and donations of the following:
 - a. Donations of new or gently used books, media and periodical materials
 - i. Materials will be evaluated by the Library Director and may or may not be added to the collection.
 - ii. EPL reserves the right to refuse items based on format, condition, volume of items received in specific formats and ability to use the format.
 - b. Monetary gifts, trusts, real property and stocks
 - i. Gifts of cash, real property, stocks, trusts, etc. will be accepted. Such resources may be used to purchase materials in keeping with the EPL’s collection and not for general operating expenditures.
 - ii. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject areas.
 - iii. The acceptance of these items is subject to the approval of the library board.



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- c. Art, personal property, other objects, and collections
 - i. Donations of art, personal property, other objects and collections will be accepted if such items have a use in the library or if the sale of such items can benefit EPL's mission.
 - ii. Acceptance of these items does not guarantee display within the library.
- 6. Receipts, Appraisals, Memorial, Recognition:
 - a. EPL does not assign a monetary value to gifts or donations, and the appraisal of gifts or donations to EPL for tax purposes is the responsibility of the donor.
 - b. In Honor/Memory of a loved one with a donation of \$50 or more will choose a color leaf of their choice (red, green, orange, yellow). The leaf will have (name) engraved and will be placed on the memorial wall.
 - c. The EPL will furnish appropriate acknowledgment for gifts or donations upon request, in the form of a receipt.
 - d. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.
- 7. Disposal of gifts and donations:
 - a. The library reserves the right at all times to dispose of any gift or donation without notification to the donor if in the judgment of the staff such item no longer serves the purposes of the library.
 - b. Disposal of gifts or donations will fall in compliance with this policy.