

POLICY

Category: Collections

Number: C.3

Title: **Gift Policy**

Effective Date: October 16, 2003

Authorized By: CFL Board of Trustees

Last Revision or Review: August 28, 1997

References: Wisconsin State Statute 43.58 (1) (7)

The Library Board of Trustees appreciates the donation of gifts to the Cudahy Family Library. Examples of gifts include funds for the purchase of library materials and equipment; donations of books, audio-visual materials, or Local History Materials; undesignated cash bequests, trusts, or endowments; and real or personal property such as stocks, art work, or real estate. The Library maintains a Special Gifts Fund and a non-profit, charitable organization entitled the Cudahy Public Library Expansion Committee for the managing of such gifts.

Any gift accepted by the Cudahy Family Library is subject to the following conditions:

1. The Library retains unconditional ownership of the gift.
2. The Library makes the final decision on the use or disposition of the gift.
3. The Library reserves the right to decide the conditions of display, housing, and access to the gift.
4. The Library cannot assume responsibility for notifying the donor if the gift is permanently withdrawn, damaged, or lost.
5. The Library will not affix a value for income-tax purposes to any gift accepted.

Gifts for the Library's Collections

Gifts for the Library's collections can be in the form of cash contributions or donated materials.

Cash Contributions

The Library welcomes and appreciates financial contributions of \$10.00 or more for the purchase of materials for the collections. In purchasing materials with gift money, the Library's professional staff will select items that will enhance the Library's collections. Donors may consult with the Library Director concerning suggested titles or subject areas that they would like the Library to consider. If requested, memorial and gift materials will be marked with a bookplate identifying the benefactor and the purpose of the donation. Written acknowledgments are sent for all cash contributions for library materials.

Donated Materials

The Library welcomes and gladly accepts books, magazines and audiovisual materials that are in good condition. Items that show evidence of mold, insect- or water-damage are not accepted because of their potential to damage the library's collections. All donors must sign the statement of gift form that legally transfers the ownership of the material to the Cudahy family library when they donate their items. A formal acknowledgment of the gift may also be requested by the donor at the time of donation.

Donations are accepted with the understanding that they will be considered for use in accordance with the Library's selection criteria. This criteria includes the material's timeliness, scope, literary quality, and physical condition, in addition to library processing costs and available shelf space.

Donated materials which do not meet the selection criteria are disposed of in a number of ways:

- Items may be given to the Friends of Cudahy Library for their bookstore or booksales.
- Items may be given to another local agency or group, such as a school or service organization.
- Items may be sent to another library with specialized collections.
- Items may be recycled.

**Cudahy Family Library
Statement of Gift**

I own the materials described below and voluntarily donate them to the Cudahy Family Library to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title, and interest I possess to these materials to the Library. The Library may use its discretion to dispose of material inappropriate for its collections.

Description of materials:

Signature of Donor or Agent:	Library Staff Member:
Date:	Date:
Donor Name:	
Donor Address:	
Donor Phone:	