

Code	GOV-006	
Policy Title	Gift and Donation Policy	
Category	Governance & Board Policies (GOV)	
Cross-Reference	GOV-010 Library Funds, Expenses, and Oversight Policy OPS-004 Collection Development Policy	Page 28 Page 41
Appendix	--	
Date Adopted	April 2023	
Date Reviewed	January 2026	

Policy Statement

The Robert R. Jones Public Library welcomes and appreciates gifts and donations. These contributions help supplement, enrich, and support public library services. Gifts and donations may include, but are not limited to:

- Library materials (in new or like-new condition)
- Monetary donations
- Corporate partnerships and sponsorships
- Bequests
- Real property

All gifts are subject to review by the Library Director, Board of Trustees, or their representatives to ensure that the donation aligns with the spirit and intention of the Library’s mission. The Library retains unconditional ownership of all gifts and donations.

PROCEDURE

1. Acceptance and Evaluation of Gifts

- Gifts of library materials are evaluated using the same guidelines of selection and collection management applied to purchased materials.
- The Library reserves the right to evaluate and dispose of gifts in accordance with criteria applied to purchased materials.
- Library personnel are not certified book appraisers and cannot provide estimated values of donated materials for tax purposes.

2. Ownership and Control

- The Library makes the final decision on all gifts and donations, including whether to add them to the collection, donate them to another organization, discard them, or sell them.
- The Library reserves the right to determine conditions of display, housing, and access to materials, such as classification or usage fees.
- Materials may be withdrawn from the collection according to standard collection maintenance guidelines.
- Materials not added to the collection or withdrawn will not be returned to the donor.

3. Acknowledgment of Gifts

- Gifts will be acknowledged as time permits.
- Memorial gifts must meet the same criteria as purchased materials. Memorials may be acknowledged and marked with an appropriate bookplate.
- Donor Tax Acknowledgment: Patrons who make monetary or in-kind donations may request a written acknowledgment for tax purposes, which will include the date and description of the gift but will not include an appraised value.