

# Gifts

Approved by: Library Board

Approved Date: April 16, 2008

Revised Date: April 5, 2017

Review Schedule: Every 5 years

Next Review Date: 2022

The Library welcomes and encourages gifts of materials, money, and property. It is the policy of the Library that such gifts will be used solely for the purpose of enhancement to, not replacement for, government funding of basic library materials or services. The Library has the right to refuse any gift.

The Ramsey County Library Board of Trustees encourages potential donors to make their gifts to the Friends of the Ramsey County Libraries.

The Library Director will approve the acceptance of gifts valued up to \$25,000. Gifts exceeding \$25,000 in value will be brought to the Board of Trustees for appropriate action.

No donation of materials or property will be accepted unless it is made unconditionally and without restrictions or unless the Board of Trustees has accepted the donor's condition or restriction.

The Library will not accept any offers, gifts, or agreements that would result in placing a material obligation or a lien upon the Library's general budget revenues.

The Library cannot guarantee the permanence of any gift. All gifts may be used, sold, donated, or disposed of in the best interest of the Library.

## **Books and Other Materials**

The Library will accept materials only with the stipulation from the donor that the Library may use the materials in any manner it deems appropriate. Materials may be added to the Library's collection, discarded, donated to other charitable organizations, or sold at the Library's discretion.

The Library reserves the right to assign any of its materials to any of its branch libraries at its discretion. Conditions that limit access to materials or their use may not be imposed upon materials included in the Library's collection.

## **Monetary Gifts**

The Library may accept gifts of cash, securities, and bequests to enhance the Library's services. When publicly traded stock and other types of securities are contributed to the Library, it will be the policy of the Library to sell the securities at the earliest opportunity, thereby converting them to cash.

## **Property Gifts**

The Library will accept gifts of real, intellectual, or personal property including, but not limited to, furniture, equipment, computers, patents, and trademarks, that support the mission of the Library on a case-by-case basis. The Library will accept property only with the stipulation from the donor that the Library may use the property in any manner it deems appropriate. The Library reserves the right to assign gifts of property to any of its branch libraries at its discretion.

## **Acknowledgment of Gifts**

In accordance with tax regulations, the Library will provide a written acknowledgment of the receipt of gifts leaving the determination of a value of the donation to the donor.