



## **Boyle County Public Library Gifts and Donations Policy**

Gifts and donations to the library enrich and improve the library's resources and contribute to future growth and development. This policy provides guidelines for gifts and donations made directly to the library. The Danville Library, Inc., doing business as the Boyle County Public Library, is a nonprofit, 501[c][3] charitable organization. While gifts and donations to the library are tax-deductible as provided by the law, the library does not appraise or estimate their value. The responsibility for such assessment lies with the donor.

The library director may accept or decline gifts on behalf of the library. When necessary or appropriate, the library board will be consulted before a final decision is made. Those gifts that may expose the library to liability, are incompatible with the library's missions, or are believed to come from illegal activities, will not be accepted. Gifts made with conditions that require the exclusion of, or discriminate against, any group or class cannot be accepted. Donors of non-monetary gifts will be required to sign a Gift Waiver.

### **Print and Non-Print Gifts**

The Library welcomes gifts of print and non-print materials intended for the library collection with the understanding that it has the right to handle or dispose of them in the best interest of the institution. Such materials may be added to the collection provided that they meet the Library's standards of selection. Limitations of space, processing costs, duplication of information, timeliness, and condition of the material are other considerations in the decision to add print and non-print gifts.

A letter of acknowledgement will be sent to the donor upon request, indicating the description, quantity, and condition of items given to the library. The appraisal of gifts to the Library for tax purposes is the responsibility of donors.

### **Monetary Donations**

Donations of cash or checks may be accepted by the Library Director. These gifts are placed at the immediate disposal of the Library. The donor retains no interest in determining their use.

Restricted donations of cash or checks may be accepted by the Library Director. These gifts are placed at the immediate disposal of the Library for the mutually agreed upon purpose.

Donations may be made in honor or memory of a friend or relative and will be used for purchases by the Library in accordance with current needs.

### **Aesthetic Donations**

Aesthetic donations are those affecting the ambience or physical space of the Library, such as artwork, furnishings, plants, landscaping, etc. Acceptance of aesthetic donations will be determined by the Library Board of Trustees, and must follow the mission and service philosophy of the Library.

Aesthetic donations become the sole property of the Library, and are not subject to any ongoing terms or conditions set by the donor, unless fully disclosed and agreed upon in writing by the Donor and the Library. Unless otherwise stipulated, the Library reserves the right to divest itself of an aesthetic donation as it deems appropriate. A gift waiver transferring sole ownership of the donation to the Library will be required.

The Library changes exhibits of aesthetic materials periodically, and cannot guarantee that a donation will be on view at any given time. Space limitations and conservation concerns dictate that we cannot exhibit all artifacts at the same time.

The Library reserves the right to determine the location of an aesthetic donation within the Library, as well as appropriate identification and acknowledgment of the donation while on view.

### **Historic Item Donations**

The Library's primary focus in historic items is in objects that relate directly to the history of Boyle County or the Boyle County Public Library. Such materials may be added to the collection provided that they meet the Library's standards of selection. Limitations on space, processing costs, condition of the item, ability to care for the item long term and other considerations factor into the decision to add historic items to the permanent collection.

All materials must be in compliance with Federal and Kentucky State laws. Any archaeological or anthropological materials must be completely documented, including import and export documents where necessary. Any legitimate claim under the Native American Graves Protection and Repatriation Act will result in deaccession and repatriation of the item.

Historic item donations become the sole property of the Library and are not subject to any ongoing terms or conditions set by the donor, unless fully disclosed and agreed upon in

writing by both the Donor and the Library. Unless otherwise stipulated, the Library reserves the right to divest itself of an historic object as it deems appropriate and in accordance with the Library deaccession policy.

The Library cannot guarantee that a donation will be on view or accessible to the public at any given time. Space limitations and conservation concerns dictate exhibition and access. The Library reserves the right to determine the location, appropriate identification and acknowledgement of the donation while on view.

### **Long Term Loan of Materials**

In special circumstances, the Library makes provision for long-term loans of materials or personal property to the Library. Examples of these are artwork or specialized collections. The Library retains total discretion in how items will be housed, displayed, or presented. Any special terms for care of loaned materials will be stipulated at the time items are accepted. The Library Director will be responsible for negotiating terms of the loan, including a timetable specifying when the loan agreement must be renewed. The Loaning Party will be required to sign the Library's Agreement of Long-Term Loan.