

Library Donations Policy **Adopted March 8, 2006**

Donations of Goods

The Library's collections, furnishings, and equipment consist of both purchased and donated items. The Library considers donations for the collection, such as books and audiovisual materials, as well as other items, such as equipment and furniture. The Library will endeavor to accept gifts so long as the gift is consistent with the Library's designated needs. Library donors may include individuals, businesses, civic organizations, or foundations. Tax benefits may accrue to donors, but it is the responsibility of the donor to ascertain the value of donated goods. Donors who wish to give art objects to the Library must contact the City's Art Foundation.

The Library reserves the right to accept or to decline acceptance of any gift. Once a donation is accepted, it becomes the sole property of the Lake Oswego Public Library. The Library reserves the right to decide upon the disposition of all gifts received.

Books and audiovisual materials that the Library does not add to the collection are donated to the Friends of the Library. Items that the Friends cannot use are either donated to local charities or other organizations, or recycled if deemed unusable.

Donations to the Library's collections are screened for acceptance using the same selection principles that are used to evaluate materials for purchase. Similarly, donated items are withdrawn using the same criteria that are applied to purchased materials. Materials that are not normally accepted donations include magazines, Reader's Digest abridged books, and textbooks.

Financial Gifts

Monetary contributions to the Library are appreciated and welcomed. Sometimes the Library receives monies that the donor wants earmarked for the purchase of specific materials, supplies, equipment, or furnishings, according to the Library's needs. At other times, donors may ask Library staff to select the appropriate items.

There are several ways that individuals, businesses, civic groups, or Foundations may contribute funds to benefit the Library.

- **Memorial Donations and Other Gifts**

Sometimes the Library receives monies that the donor wants earmarked for the purchase of specific materials, supplies, equipment, or furnishings, according to the Library's needs. At other times, donors may ask Library staff to select the appropriate items. The Library's memorial programs allows for individuals to contribute funds in memory, for example, of a family member who has passed

away. The pet memorial program receives funds to purchase materials for the Library's collection in memory of beloved pets. Finally, individuals may name the Library as a beneficiary in their wills. The will might stipulate that the funds (or interest from part of the estate) be used to purchase particular items or materials in certain subject areas. In all cases, materials purchased with donated funds will be selected in accordance with the Library's collection development policy. Furnishings and equipment will be purchased in accordance with the Library's needs.

- Unrestricted Contributions

The Library may receive contributions with the instructions to use the funds for whatever purpose the Library deems is most useful. In those cases, the monies will be used either for Library collections or to purchase furniture, equipment, or other items. Unrestricted contributions may come from individuals, as part of an estate, or from organizations.

- Fundraising Campaigns

The Library may initiate various fundraising campaigns. Members of the public and businesses may donate monies to the Library in response to these promotions.

- Library Endowment Fund

The Library's Endowment Fund is an investment account that may be used for future capital projects. The Library Advisory Board coordinates periodic fundraising campaigns to solicit Endowment Fund donations. The Fund may receive individual and corporate donations.

- The Friends of the Library

The Friends of the Library raises monies for the Library through the sale of used books. Individuals and businesses may make donations to the Friends of the Library.

Once a financial gift is used to purchase materials, furniture, equipment, etc., the items become the sole property of the Lake Oswego Public Library. The Library reserves the right to decide upon the disposition of all property.

All financial donations will be acknowledged by a letter of thanks. If the gift is used to purchase books, a bookplate is placed inside each book with the donor's name, unless that person wishes to remain anonymous. Furniture purchased with donated funds has a plaque placed on the item with the name of the individual or corporate donor unless anonymity is desired. Donors who make cash contributions will be given receipts upon request.

