

# **Gifts and Donations Policy**

## **Argenta-Oreana Public Library District**

The Argenta-Oreana Public Library District is grateful for gifts, donations, and memorials from members of the community.

Monetary gifts are always welcomed, and are used to enhance the library district's collection, services, programs, and facilities. Donations of art objects, equipment, and furniture may also be accepted, with the approval of the Director. Gifts of real estate or investments require approval from the Library Board of Trustees.

Items donated for the collection will be evaluated on an individual basis, in accordance with the Collection Management Policy, and if not retained by the library district, will either be resold or given away. Donors wishing to purchase specific items for the collection are asked to speak to the Director, who can suggest materials that would most benefit the library district.

All gifts and donations of any kind become the property of the Argenta-Oreana Public Library District and can be removed or disposed of at any time. The library district cannot commit to housing an item in perpetuity.

The library district cannot appraise the value of a donation of materials, art, furniture or any other donation. The donor must be responsible for determining the value of the donation for income tax purposes. Upon request, the Director may issue a letter acknowledging the receipt of the gift to the donor.

### **Bequests and trusts**

The library district is fortunate in that it has been the beneficiary of wills and trusts, which have greatly enhanced its collection and services. Those who would like to remember the library district in a will or trust are asked to speak with the Director or the Library Board of Trustees for more information.

### **Gift Restrictions**

The library district cannot accept any gift, donation, or memorial that has restrictions or terms associated with it without prior approval from the Library Board of Trustees. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements will be evaluated carefully before the gift can be accepted.

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