

<b>Brookings Public Library Policy:</b>	Title: <b>Gift Policy</b>	
Issue Date: November 2014	Updated: September 12, 2024	Section: Brookings Public Library
Policy Source: Director of Library Services	Policy Audience: Brookings Public Library Staff and Patrons	Total Pages: 4

I. PURPOSE

To establish a written policy in regard to citizen’s gifts to the Brookings Public Library

II. POLICY

The Brookings Public Library Board of Trustees acknowledges the great importance of gifts and donations to the Library’s future growth and development, and encourage gifts to the Library consistent with the Library’s mission and policies. Donations are not intended to replace regularly budgeted Library expenditures; however, private resources can extend and enrich Library services.

III. DEFINITIONS

A. Gift: Something given voluntarily without payment in return, as to show favor toward someone, honor an occasion, or make a gesture of assistance; present

IV. ADMINISTRATION

A. Gifts of Materials

a. Gift materials will be subjected to the same scrutiny as new materials with reference to their value for the Library and the community. All gifts are accepted with the understanding that if the Library has no use for them, or if they become outdated or worn, they may be disposed of as the Library decides best. Political material and denominational literature in small quantities will be accepted, providing they meet the criteria for selection of such material. In most cases, gift books will not be accepted unless the items may be separated and shelved in the regular collection. Unneeded gift books may be donated to the Friends of the Library book sales.

B. Memorials

a. The Library appreciates monetary donations for the purchase of materials or other items to honor friends and loved ones. Gift materials as memorials give the Library an opportunity to add both needed titles and those that the Library would not ordinarily be able to afford. Donors may suggest a specific item to purchase, or

a field of interest held by the person being memorialized may be suggested. Final decision on what is purchased lies with the Library.

Each item purchased with gift funds will have a bookplate identifying the person being honored and the donor if they so choose.

C. Special Collections

- a. Large gifts of materials on some subject or large gifts of money to buy books in a certain field require careful examination because accepting a special collection brings with it an obligation to continue to build up the collection. The material must be considered of general interest to the community and the Library must ascertain the funding necessary for perpetuation of the collection.
- b. Brookings Public Library will not make a monetary evaluation of the gift or memorial, but will help the donor locate and experienced appraiser who is prepared and willing to make evaluations.
- c. The Library will keep a record of all memorials with the donor's name, the date, and to whom the memorial was made, if applicable.
- d. The Library will assist donors giving rare, valuable, or esoteric literature better used in another library or depository to locate where such materials should be donated for their optimum use.

D. Gift of Art Objects

- a. The Brookings Public Library Board of Trustees will consider gifts of works of art and make the final decision whether to accept or reject gifts.
  - i. To be accepted any work must meet the following standards: Quality –The work must be, in judgement of the Board, of high quality with respect to execution and artistic merit. The board may solicit expert opinion to aid in the evaluation of the work from such groups or individuals connected with the Brookings Sculpture Committee, South Dakota Memorial Art Museum, or SDSU Visual Arts Department.
  - ii. Safety –The work must not, in the judgment of the Board, pose a safety hazard.
  - iii. Appropriateness –The work must be either maintainable at an acceptable level of expense or endowed by the donor

with funds producing income sufficient for maintenance, with any special arrangements required for maintenance worked out in advance and agreed to by the donor and the board. The Board may apply additional criteria as may be deemed appropriate in individual cases, in deciding whether to accept or decline a proposed gift. Gifts must be legally owned by the donor and free of liens or claims.

- b. The donor must present clear title to the gift, provide a clear description, and outline, in writing, any restrictions that may apply, prior to consideration by the Library Board.
  - c. Gifts become the property of the Brookings Public Library. Disposition of gifts is at the discretion of the Brookings Public Library Board and/or Library Director.
  - d. The Library reserves the option to make necessary alterations to optimize appropriate display.
  - e. A written agreement accepting the gift and outlining any details will be signed by the donor and the Chair of the Library Board following the approval of the gift.
  - f. The written agreement may include provisions for a maintenance endowment, a hold harmless statement in the event the artwork is damaged or disappears, and a designated alternative recipient in the event the Library can no longer house the gift.
- E. Gifts of Equipment or Personal Property
- a. Factors to be taken into consideration are the purpose of any gifts or equipment or personal property, any restrictions by the donor on the use of the gifts, and practical use of the gifts for the Library and its patrons.
  - b. The Library Trustees will approve acceptance of large or unusual gifts. All gifts are accepted with the provision that if they become outdated or worn, they may be disposed of as the Board decides best.
  - c. In order to avoid disappointments and misunderstandings, no purchases for the Brookings Public Library should be made by an individual or organization without the approval of the Director of Library Services or the Board of Trustees.
  - d. The Library will keep a record of all memorials with the donor's name, the date and to whom the memorial was made, if applicable.
- F. Planned Giving

- a. Larger gifts to the Library are appreciated in order to insure long-term stability and provide for future needs of the Library as it strives to fulfill its mission. Future needs may include:
  - i. Upgrades to Library technology
  - ii. The growth of current collections
  - iii. New collection formats and
  - iv. Adequate funds for capital expenditures.
  
- b. These gifts are referred to as planned giving. Planned giving is a voluntary gift for current or future use that requires the use of a professional. These may include bequests from an estate, life insurance, stocks and mutual funds, real estate or other tangible items.
  
- c. Monetary gifts may be administered by the Library Board. Gifts of real estate, stocks or other tangible items will be held in trust by the Brookings Foundation.