

## 5.4 GIFTS AND DONATIONS

The Escanaba Public Library appreciates and encourages the involvement of citizens and organizations through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts or donations of monetary or other assets for library purposes.

Gifts of a specific nature, such as furniture, equipment, special collections, artwork or real property, shall be referred to the director for acceptance in consultation with the Library Board of Trustees, as well as the Escanaba City Council and other City Commissions as appropriate. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.

### GUIDELINES:

#### Collections

Gifts of miscellaneous books or other materials are accepted at the discretion of the library director and the use and disposal of these items is made by the director and library staff. Gift books and periodical subscriptions must meet the criteria for selection of library materials stated in the Library's collection development policy. Generally, contributions will not be accepted with restrictions that necessitate special housing or which prevent integration of the gift into the general library collections. The donor gives up all rights and claims to the donated items.

The library will provide, upon request, a receipt showing the date and number of pieces donated by format but will not undertake an appraisal of the items for tax purposes.

#### Monetary Gifts & Memorials

Monetary gifts to the Library should be made to the Friends of the Escanaba Public Library, a 501c3 non-profit, tax-exempt organization. Contributions may be designated in honor of an individual or organization and be specified for purchase of materials in a particular subject area or format. Whenever possible, the library staff will choose items which accommodate the donor's subject or title preferences. The name(s) of the donor(s) and those recognized by the gift will be listed in a bookplate affixed to the material if so desired.

#### Artwork

Artwork might include paintings, sculptures, photos, drawings, illustrations and crafts. In general gifts of art should be of local interest, of a professional quality, well-executed and in good condition.

Acceptance of artwork is subject to these conditions:

- The library will not promise the temporary or permanent exhibition of any object
- Gifts must be accepted without any reservations
- The gifts become wholly the property of the Library and may be sold, transferred or destroyed by the Library
- If an item is sold, proceeds will be used to benefit the Library.
- The Library is under no obligation to store or conserve any object.
- Large gifts of artwork are subject to the City of Escanaba's policies and approval process.