

South St. Paul Public Library

Donation Policy & Guidelines

The South St. Paul Public Library welcomes and encourages gifts and donations which are consistent with the Library's Mission Statement.

Print and Non-Print Materials

The Library is pleased to accept new or gently used print (books) and non-print (DVDs, CDs, etc.) materials. Due to space constraints and limited processing resources, all gifts are accepted with the understanding that if the Library is unable to use the materials, they will be designated for our book sales. Unused donations cannot be returned to the donor.

We will not accept donations of the following items: encyclopedias; textbooks; outdated technology, legal, medical, or travel materials; magazines older than the previous 3 years; personally recorded CDs, DVDS or cassettes; discards from other libraries; items that are damaged, dirty or moldy, or written in or marked.

Monetary Donations

Monetary gifts and bequests enhance and expand library services beyond the limits of normal municipal funding. Monetary donations may be made in a number of ways:

- **Memorial or tribute gifts:** The Library is pleased to select appropriate titles in memory of/in tribute to a relative or friend, as indicated on the donation form. A gift plate will be added to each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.
- **Gifts to the library:** These funds, donated by individuals, groups or corporations, will be spent as requested on the donation form. A gift plate will be placed in each purchased item with the name of the donor. Funds can be designated to purchase materials:
 - in a particular subject area
 - in a particular format
 - for a particular department
 - for a specific program
 - or as an unrestricted gift.
- **Gifts of appreciated assets:** Gifts of publicly traded securities, such as stocks, bonds, or mutual fund shares, provide donors with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping the Library. Gifts of appreciated real estate are also acceptable.
- **Bequests:** A bequest to the South St. Paul Public Library creates a legacy for generations of children of families. It will be treated as a separate endowment fund for the Library with board-authorized expenditures primarily utilizing earned interest.

Other Gifts

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director.

All conditions pertaining to the donation must be clearly stated at that time. The Library Board will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the Library's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

All gifts and donations accepted by the Library Board become the property of the South St. Paul Public Library and may be sold or discarded as the Board or library staff sees fit.

Gifts to Library Staff

Individual library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the Library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally and that no preferential treatment is shown or expected.

Receipts

The Library can provide receipts for gifts only in the following cases:

- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated as well as the item(s) purchased.
- Gifts of appreciated assets: a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- All other donations: a receipt will be given, if requested. The receipt will list the number and type of donation only. The donor is responsible for assigning and documenting monetary value for tax purposes.
- The Library cannot give receipts for previously donated material.

Approved by Library Board – September 9, 2013