



LICKING
COUNTY
LIBRARY

Policy	Donations Policy
Purpose	To establish guidelines for the type of gifts to be accepted and how they will be used
Version	Spring 2019

I. Receipt of Donations

- a. Requests or gifts of money, securities or real estate are received by the Fiscal Officer.
 - i. The Fiscal Officer will report such gifts to the Director, and to the Board of Trustees for board approval at each regular board meeting.
 - ii. The wishes of the donors will be honored if they comply with library policy and needs, and as the law permits.
- b. The Licking County Library reserves the right to accept or refuse donations of new or used books, realia, furnishings, art, and other materials to the library.
 - i. All donations received become the property of the library and will be handled as the Library deems appropriate.
 - ii. The Library makes the final decision on the use or disposition of the property. Items not added to the collection may go to the used book sale.
- c. Miscellaneous general donations collected at a circulation desk, in the Business Office or through the mail that total less than \$25.00 per month are not subject to approval by the Board of Trustees with the exception of memorial gifts.
- d. All monetary donations with the exception of the miscellaneous general donations above will be recorded in the minutes.

II. Guidelines

- a. Donations of print & AV materials will be evaluated by library staff (including branches that evaluate items plus youth and adult services).
- b. Donors will be asked to fill out a Donation Envelope if giving a monetary donation to a staff member.
 - i. Staff will forward the monetary donation to the Business Office.
- c. Donations of realia, furnishings, and art should be referred to the Director.

- d. As the Licking County Library is a political subdivision of the state of Ohio, donations to the Library normally qualify as charitable deductions on donors' tax forms.
 - i. Upon request, donors who wish verification of their donation for tax purposes will be issued a receipt, but no monetary value will be assigned to the gift.
- e. A thank-you will be sent from the appropriate Library staff member.
- f. Gifts that necessitate setting up a special fund may require pre-approval of the Board of Trustees.