



Southwest La Plata Library District

Donations Policy

I. Purpose

The Southwest La Plata Library District (SWLPLD) is supported primarily by local property tax revenues. SWLPLD monitors and expends these funds with integrity and to support the goals in the district's strategic plan. SWLPLD is grateful to our financial contributors and to those who generously share gently-used items. All fund-raising, grants and donations are supplemental to our tax revenue and are beneficial in helping the district achieve its goals.

This document contains SWLPLD policies regarding donated materials, including money or the promise of money.

II. Definitions

Donation: Any tangible item, including money or the promise of money, voluntarily transferred from one person or organization to another person or organization of which the recipient assumes exclusive ownership.

Conditions: The circumstances, prescribed by the donor, affecting the way in which a donation may be used by the recipient.

III. Donations of Tangible Items

SWLPLD welcomes donations of like-new books, DVDs, audiobooks and some other items with approval. SWLPLD cannot accept magazines, textbooks, Reader's Digest Condensed Books, encyclopedia sets, legal volumes or catalogs. Additionally, SWLPLD cannot accept cassette tapes, VHS tapes, vinyl records, unpackaged DVDs, scratched or worn media, damaged, musty or moldy material, or material with highlighting or handwriting (with the exception of author-signed books).

Donors with large amounts of materials must call before bringing items to the library.

Gifts of artwork, equipment, furniture, etc., may only be accepted with the library director's approval.

Donations are accepted with the understanding that the library will evaluate the usefulness of each item in accordance with the district's Collection Development Policy. SWLPLD may add donations to its collections, discard or exchange donations, or give donations to another library, school or non-profit organization.

Most donations that cannot be utilized by SWLPLD will be donated to the Friends of the Southwest La Plata Library District for its book sales. Money from these sales will be used by the Friends at their discretion to support library operations, collections and/or events.

Upon acceptance by SWLPLD, the donor relinquishes all rights to the donated materials. SWLPLD assumes exclusive ownership and the materials become subject to SWLPLD policies and procedures. SWLPLD cannot guarantee that any material donated will be kept permanently.

SWLPLD will provide a donation form to the donor for tax purposes. SWLPLD will not determine the monetary value of any donated item. Employees are not permitted to appraise any item.

Donated materials will not be returned to a donor and SWLPLD reserves the right to dispose of donations without notification to the donors.

IV. Expenses Associated with Donations

Generally, SWLPLD's acceptance of gifts cannot involve significant additional expense for their present or future use, display, maintenance or administration. Gifts that may impose obligations on the district shall require the approval of the board of trustees. SWLPLD reserves the right to dispose of donations without notification to the donors.

V. Donations of Money or the Promise of Money

SWLPLD welcomes financial support, regardless of size, from any individual, family, business, corporation, foundation or similar source. Financial contributors wishing to receive a tax deduction for charitable contributions that will support SWLPLD should donate money to The Friends of the Southwest La Plata Library District, a 501(c)(3) organization.

The board of trustees shall consider recognition of those whose generosity advances the mission of the library district and furthers the capacity of the district to meet its goal to serve the district's communities.

Donors wishing to remain anonymous will not have their names publicly disclosed.

While the board of trustees is grateful for donations, the board has the right to decline any gift to the library.

Donations and grants may be sought, applied for and utilized by each branch library, independently, with approval of the library director after consultation with the board of trustees. Additionally, the library director, Friends of the Southwest La Plata Library District, and the board of trustees may seek, apply for and utilize district-wide grants and donations. These grants and donations will be used where the library director and board of trustees determine they will best benefit the library district.

VI. Donations with Conditions

Conditions attached to any donations, grants or gifts must be consistent with the library's policies, goals and objectives. The Southwest La Plata Library District prefers that donations, grants or gifts be allocated by the board of trustees, in consultation with the library director, to the library with the greatest need.

If a donor wishes to designate a specific purpose for his/her gift, the donor is encouraged to describe that purpose as broadly as possible and to avoid detailed limitations and restrictions. In the event the specific purpose is no longer applicable, the district will apply the funds in a manner consistent with donor intentions and the SWLPLD mission.

Tangible items will not be accepted with conditions attached.