

Administrative Rules

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Rule 1.8.2 Donations

Approved

The Deschutes Public Library District exists for the use and enjoyment of all members of the community. Interest and support from the public are greatly appreciated.

General Terms and Conditions

Any exception to this policy must be issued as a written agreement between the Library District and the donor, and must be signed by the library director.

The library accepts donations under the following conditions

- 1) Gifts must be unconditional, transferring ownership and all the rights of ownership to the library. Gifts are accepted only with the understanding that the library has the right to determine disposal, retention, location, and other considerations relating to the use or disposition of the gifts.
- 2) Donors are responsible for having their gifts appraised for income tax purposes.
 - a. The cost of such appraisal must be borne by the donor.
 - b. Acceptance of a gift which has been appraised by a disinterested third party does not imply endorsement of the appraisal by the library.
 - c. The library shall in no way undertake to place a value on a gift either before or at the time of the donation.

AV Materials, Books, & Other Items Valued at less than \$100

Branch managers are authorized to accept, use, or dispose of items valued at less than \$100 in a manner consistent with the District's financial policies.

Cash Donations

Monetary donations may be made to the Deschutes Public Library Foundation, the local Friends of the Library, or to the Deschutes Public Library District. Donations to the Foundation or the local Friends of the Library will be administered by the receiving organization subject to its own policies.

Donors that make cash donations to the Library District may designate that the donation be used for the purchase of books and AV materials. (See Collection Development Administrative Rule: Section IX.)

Donors that make cash donations to the Library District may designate that the donation be used for a specific, approved purpose, generally for a capital improvement.

- The designated purpose must be for a purpose approved by the Library District.
- Plaques may be placed in the library recognizing substantial cash donations with the understanding that the Library District reserves the absolute right to manage its physical assets, and that no commitment is made in perpetuity.
- Any terms of a donation dedicated to special project that differ from the terms listed under the “General Terms and Conditions” section of this policy must be approved in advance in a written agreement signed by the library director.

Donations of Art

The Library District has only a limited ability to store or display art, and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the Library District generally does not accept donations of artwork.

A work of art may be accepted by the Library District under the following conditions:

The local art committee makes the following findings:

- The proposed donation is of such quality that it will significantly enhance the branch library
- The proposed donation will not reduce the amount of space available for displaying artwork loaned to the library for temporary displays

The facilities manager and the branch manager make the following findings:

- There are no substantive ongoing maintenance, security, or storage costs
- The item would not create safety issues
- The item would not impede patron traffic nor restrict the ability of the Library District to organize library space to best meet the needs of library users

Such findings will be presented as a recommendation to the Library Director.

- If accepted, a letter stating that the artwork has been accepted will be issued to the donor.
- Any terms of acceptance of a donated work of art that differ from the terms listed under the “General Terms and Conditions” section of this policy must be approved and included in the letter of acceptance.
- Any artwork that is received by the Library District will be incorporated into the District’s inventory system and tracked appropriately.

Other Donations

Any donation not described above may only be accepted upon the approval of the Library Director.