

**Mukwonago Community Library**  
**Donation of Materials Policy**  
**Approved 17 January 2019**

Within the provisions of state law, the Mukwonago Community Library Board of Trustees adopts the following policies.

1. Any donation/gift of library materials given to the library must meet the same selection criteria as purchased materials.
2. Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition he/she thinks is appropriate.
3. Personal property, art objects, portraits, antiques, and other museum objects will be accepted or rejected based upon considerations of need, appropriateness, maintenance and precedence as determined by the Library Director and the Library Board.
4. The library will not accept for deposit materials which are not outright gifts.
5. Gifts of materials will be accepted by the library with the explicit understanding that they may or may not be added to the library's collection.
6. Materials not added to the collection will be given to the Library Book Sale or disposed of by other means.
7. When the library receives a cash gift for the purchase of a memorial, or other materials, the selection will be made by the Library Director or her/his designee. The Library Director may spend up to \$2,000 of donated funds monthly on a single item purchase without prior Board approval. Such spending shall be reported as part of the monthly financial report to the Board. Spending in excess of \$2,000 from this account on a single item purchase requires prior Board approval. Consideration will be given to the donor's request, but final selection depends upon the library's needs.
8. The library will not assess the value of donated materials for tax purposes for any donor. Assessed valuation is the responsibility of the donor. The acknowledgement sent by the library to the donor serves as a receipt for most donated items. In the case of donations of books or other library materials, a receipt may be obtained at the circulation desk at the time the gift is given.

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## **Revision History**

<b>May 1996:</b>	Policy Created
<b>June 2007</b>	Policy Updated
<b>15 December 2016</b>	Policy reviewed and reformatted to policy standard format. Policy renamed to Gifts and Donations Policy Introductory paragraph modified to include “Mukwonago Community”. Paragraph 8 modified to include “or her/his designee”. Donations changed to Gifts and Donations in procedure. Gifts and Donations Form address updated to current address. Small formatting changes made to Gifts and Donations Form. Gifts and Donations form name and references standardized throughout document.
<b>19 January 2017</b>	Modified Paragraph 8 to add discretionary spending amount and reporting requirement.
<b>21 December 2017</b>	Renamed policy to “Donation of Materials” Policy Moved Paragraph 3 to Naming Rights & Commemorations Policy
<b>17 January 2019</b>	Change languages under Section #7 to “The Library Director may spend up to \$2,000 of donated funds monthly on a single item purchase without prior Board approval. Such spending shall be reported as part of the monthly financial report to the Board. Spending in excess of \$2,000 from this account on a single item purchase requires prior Board approval.”

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### **Gifts and Donations Procedure**

1. Donors may be asked by staff to complete a copy of the “Gifts and Donations Form” attached to this policy.
2. Donations are placed in storage until they can be processed or disposed of.
3. As a token of appreciation and in recognition of the donor’s support, a special bookplate will be placed on or within the gift or donation whenever possible, and an acknowledgement sent to the donor. Since the library gets many donations, the book plate is attached to only those materials purchased with a gift of money as a memorial.

**Mukwonago Community Library  
511 Division Street  
Mukwonago, Wisconsin 53149**

**Gifts and Donations Form**

The Mukwonago Community Library is pleased to accept your donation and greatly appreciates your help and support. Your gift will be reviewed as to its suitability and general usefulness to the overall collection and needs of the library.

The library reserves the right of ultimate disposition of the gift and it is with this understanding that it is accepted.

**Donor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Gift Plate within or on Memorial Item**    YES \_\_\_\_\_    NO \_\_\_\_\_

**Date acknowledged** \_\_\_\_\_

**Remarks**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Item**  
\_\_\_\_\_  
\_\_\_\_\_