GIFTS AND DONATIONS POLICY

PURPOSE

The Appleton Public Library ("APL") believes that private initiative has an important role in extending and enriching the services of the library. The APL Board of Trustees ("library board") establishes this policy to set guidelines for accepting gifts and donations.

POLICY

1. The library board is authorized to receive, manage and dispose of gifts and donations for library purposes per Wis. Stat. § 43.58(7).

2. Gifts and donations for the library should be of such nature that usage of them falls within the mission of the APL.

3. Gifts and donations are an addition or supplement to, not a reduction of the APL operating budget.

4. Gifts and donations should be complete and may be refused if the expenditure of library funds is necessary to make the gift item usable or they result in ongoing operating costs to APL such as staffing or special maintenance. Any such gift requires library board approval for acceptance.

5. Depending on the wishes of the donors, the library board may refer, pay or transfer any gift, donation, bequest, devise, or endowment, or its proceeds, to the City of Appleton ("city"); or the library board may refer, pay or transfer the gift, donation, bequest, device or endowment to Friends of Appleton Public Library ("Friends"). APL reserves the right to transfer ownership to Friends or sell the item and use the proceeds of the sale for purposes in keeping with APL's mission.

6. Gifts and donations shall be handled consistently with APL's Financial and Collection Development Policies as well as the city's Code of Conduct and Procurement and Contract Management Policies.

7. APL accepts gifts and donations of the following:

    a. Donations of new or gently used books, media and periodical materials.

        i. Materials will be evaluated for inclusion based on the Collection Development Policy and may or may not be added to the collection.
        ii. Materials not added to the collection are subject to the Financial Policy - Disposal of Property.

iii. APL reserves the right to refuse items based on format, condition, volume of items received in specific formats and ability to use the format.

b. Monetary gifts, trusts, real property and stocks.

i. Gifts of cash, real property, stocks, trusts, etc. will be accepted. Such resources may be used to purchase materials in keeping with the APL's collection development plan, or to provide services in keeping with the APL's mission.
ii. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject areas.
iii. The acceptance of these items is subject to the approval of the library board.

c. Art, personal property, other objects and collections

i. Donations of art, personal property, other objects and collections will be accepted if such items have a use in the library or if the sale of such items can benefit APL's mission.
ii. Acceptance of these items does not guarantee display within the library.

8. Receipts, Appraisals and Recognition:

a. APL does not assign a monetary value to gifts or donations, and the appraisal of gifts or donations to APL for tax purposes is the responsibility of the donor.
b. APL will furnish appropriate acknowledgement for gifts or donations upon request, either in the form of a receipt or letter.
c. Recognition of gifts and donations may be made through the APL's newsletter, website or other communication channels and shared with media outlets.
d. APL bookplates may be placed in library materials purchased with gift funds, format permitting.
e. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.

9. Disposal of gifts and donations:

a. The library reserves the right at all times to dispose of any gift or donation without notification to the donor if in the judgment of the staff such item no longer serves the purposes of the library.
b. Disposal of gifts or donations will fall in compliance with this policy as well as the Procurement and Contract Management Policy.

10. Personal gifts and donations

a. Per Wis. Stat. § 19.59 and the city's Code of Conduct, no employee, volunteer or trustee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such employee.
b. Staff should consult the Legal Services Department to determine appropriateness.

11. Grants are administered through APL's Financial Policy and the city's Grant Administration Policy.

Adopted: 1/99. Amended: 6/08; 10/15; 8/19.