



# Mount Horeb Public Library

105 Perimeter Road • Mount Horeb, WI 53572 • phone (608) 437-5021 • www.mhpl.org

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## Mount Horeb Public Library Gift Policy

The Mount Horeb Public Library Board of Trustees welcomes and encourages gifts in support of the library. The goal is to accept gifts that fit the library's mission and are consistent with the library's service goals.

The Board is empowered by Wisconsin Statute 43.58 to administer gifts that are accepted. The Library Board designates the library director to manage contributions.

- I. Types of Gifts
- II. Terms of Acceptance
- III. Appraisal

### I. Types of Gifts

#### A. Monetary Gifts

Monetary contributions without restrictions will be used for purchasing materials and other items for the library, supporting programs and services, or other ways the Library Board deems appropriate. Contributions may be directed to the Friends of the Library, the endowment fund, or the library's general fund. The library will not hang plaques recognizing donors in the library proper. Plaques recognizing donations may be hung in the library foyer if the donation falls within a specific donation level.

**Levels of Donations:** Donations will be recognized in the library newsletter, website, and other promotional materials as appropriate if the donation falls within one of the following categories/levels:

- \$100 - \$249 Marguerite Henry (Milwaukee)
- \$250 - \$499 F. Scott Fitzgerald
- \$500 - \$749 Laura Ingalls Wilder (born in Pepin, WI)
- \$750 - \$999 Thornton Wilder (Madison, WI)
- \$1000 - \$2499 John Muir (Montello, WI)

- Donations will be recognized with a plaque on a wall display in the lobby of the library if the donation falls within one of the following categories/levels:
  - \$2500 - \$4999 Jane Hamilton (resides in Rochester, WI)
  - \$5000 – above William Shakespeare

#### B. Collections

Print, audio, and visual materials that might be used in the library's collection are accepted. The library has the authority to make whatever disposition of materials is deemed advisable, including discarding them if conditions warrant, donating them to the Friends of the Mount Horeb Public Library for resale, or transferring them to other

libraries. Gift materials will be withdrawn using the same criteria as with purchased material.

Out of the many items which are generously given, only a portion may be used to full advantage by the library. Staff responsible for collection development will base acceptance decisions on the library's collection development policy. Specific criteria include space constraints in the library, duplication of existing collection, date of the material, condition of the material, value of the content, and appropriateness to the scope of the library's collection.

Gift plates will be mounted on the materials at the discretion of the library. Special collections of gift materials that are added to the collection may be integrated into the regular collection rather than kept as a separate collection.

### **C. Real property, art, and other objects**

Gifts of real property, art, and other objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of display space. The library has the authority to make whatever disposition is deemed advisable, which may include sale or transfer to another agency.

## **II. Terms of Acceptance**

Gifts on which the donor places restrictions or special conditions are not accepted unless these restrictions or conditions are approved by the Library Board.

Requirements of special housing or special handling of any item proposed as a gift may render it unacceptable. Accepted gifts may not be held permanently in the library; they can be disposed of at the library's discretion. The library does not notify donors of withdrawal or discard of gift items.

Contributions of gifts, donations, or grants which may involve significant costs for installation and/or maintenance or ongoing commitment to the library funds will be presented to the Library Board for approval prior to acceptance.

Acknowledgement of gift items is at the discretion of the library board, in a format deemed appropriate.

## **III. Appraisal**

The library will not provide an estimate of the value of a gift for tax purposes. Value appraisal for tax purposes is the responsibility of the donor. The library will provide a letter of acknowledgement of the gift.

To assure proper consideration of art and gifts that appear to have significant value, the library may wish to consult an expert on the value and cost to house the item in advance of acceptance.

Approved by the library board, 08.25.2016