

**Gifts and Donations Policy****GENERAL INFORMATION**

The Seguin Public Library welcomes gifts and donations that support the mission of the library and serve to enhance library services and resources. The library has no obligation to accept, display or maintain any items donated to the Seguin Public Library. Gifts will not be accepted unless given to the library without restriction. All gifts accepted become the property of the Seguin Public Library and may be utilized, sold or disposed of in the best interest of the library.

**PURPOSE**

The purpose of this policy is to establish guidelines and procedures for the receipt, management and disposition of gifts and donations accepted by the Seguin Public Library.

**GUIDELINES****I. MONETARY GIFTS:**

Monetary gifts will be utilized by the library to: purchase materials, equipment or furniture; support library programs; or in other ways the staff, Library Board and City deem appropriate. The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they coincide with the Seguin Public Library Collection Development Policy. A bookplate recognizing the donor will be affixed to print material if desired.

Substantial cash offerings, securities, and bequests will be handled by the Director, who, with the City Manager, City Attorney and Library Board will work out terms of acceptance that are compatible with library policies, the donor's intent, City policy, and applicable laws.

**II. MATERIALS:**

Gifts of print and nonprint materials will be evaluated according to criteria described in the Seguin Public Library Collection Development Policy. Not all gifts of materials will be added to the collection and will be disposed of at the discretion of the library. These items may be given to the Friends of the Seguin Public Library for book sales, donated to other organizations, recycled or discarded.

Gift materials will be integrated into the regular collection as time permits, available to all library patrons, and otherwise handled as any other material belonging to the library.

The library reserves the right to decide the conditions of display and location of the materials.

The library is not obligated to keep donated materials for any length of time and does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

III. COLLECTIONS:

Gift collections will be accepted only by the Director, with the counsel of the Library Board as appropriate, and with the understanding that the collection may not be kept intact.

The library will not form separate collections of either donated materials or materials purchased with donated money. Gift collections must be integrated into the collection without requiring special facilities, control or staffing.

IV. ART AND COLLECTIBLES:

Gifts of collectibles, art objects, portraits, antiques and museum quality objects are not normally accepted as management and preservation of such items is beyond the scope of library services.

Unless directed to by the Seguin Commission on the Arts and Seguin City Council, the library will not accept unsolicited or un-commissioned gifts of art or other tangible assets for permanent display in the library or on library grounds. To support area artists, the library displays art on a rotating basis as set forth in the Seguin Rotating Art Exhibit Policy approved by the Library Board.

V. FURNITURE OR EQUIPMENT:

Gifts of furniture or equipment will be evaluated by appropriate library and city staff who will make recommendations to the Director. All such gifts must meet library standards and serve the library's strategic directions.

VI. REAL ESTATE OR OTHER PERSONAL PROPERTY:

The library will accept gifts of real property that either support or could be sold to support the mission of the library. Such offers will be handled by the Director and City Attorney, who, in consultation with the Library Board and City Manager, will determine the suitability of the gift and terms of acceptance compatible with library policies, donor's intent, City policy and applicable laws.

VII. LIBRARY SUPPORT GROUPS:

Donations may also be submitted directly to the Public Library Foundation or the Friends of the Seguin Public Library. Both organizations provide funds to support the library's services and programs and are tax-exempt 501(c)3 organizations.

VIII. TAX DEDUCTIONS:

Donors are encouraged to contact their tax advisor prior to making substantial gifts to the library, the Library Foundation, or Friends of the Seguin Public Library. The library will provide a written acknowledgement of the receipt of gifts upon request but will leave the determination of the value of the donation to the donor.

*Adopted by Seguin Library Advisory Board 10/9/2018*