

## CITY OF CORVALLIS

### COUNCIL POLICY MANUAL

#### POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

##### CP 95-4.10

##### Public Library Gift and Donation Policy

###### Adopted February 21, 1995

Revised April 15, 2002

Revised May 2, 2005

Revised May 19, 2008

##### 4.10.010      General Statement of Purpose

The Corvallis-Benton County Public Library acknowledges the great importance of private gifts and donations to the library's future development and growth. Such gifts take many forms, come from various sources, and are made for a variety of purposes. However, since the mission of the library is "Bringing people and information together," gifts of books, means of acquiring information, and other materials are particularly important. This policy is established in order to make certain that the decisions on the acceptance of gift and donation offers are made in a timely, consistent manner, and are appropriate in terms of both the nature of the facilities and purposes of the library.

The City of Corvallis owns the Corvallis Public Library building and the branch libraries are owned by the communities in which they are located. The City of Corvallis operates the county-wide Corvallis-Benton County Public Library system. The regulations, policies, and procedures of the City shall apply in decisions on the acceptance of gifts and donations. The only exception is in the case of donations to the branch library buildings themselves (such as fixtures and permanent art) which have no cost impact to the City, in which case the decision on acceptance and policy implications are decided jointly by the Library staff and the building owner.

Offers of gifts and donations may be made directly to the library, the Corvallis-Benton County Public Library Foundation, or the Friends of the Library. The Library Foundation raises funds for the library via an annual campaign, planned giving opportunities, and other activities and is the preferred recipient for planned giving to the Library. The Friends of the

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Library is a membership organization which raises funds for the Library through memberships, book and merchandise sales, and other sales. Although they work closely with library staff, the Library Foundation and Friends of the Library are separate organizations with their own policies and procedures and are not governed by this policy.

### 4.10.020      Policies and Criteria for Receipt of Donations

All donations become the property of the Corvallis-Benton County Public Library, which is an agency of the City of Corvallis. Gifts and donations may be designated for a specific branch library or to another specific library use. The library can accept anonymous donations only if the identity of the donor is not known; as a public agency, the records of all donations are public records. The library reserves the right to not accept donations if, in the judgment of the library staff, the gift has too many restrictions, is not needed by the library, or has an adverse fiscal or service impact on the library. Specific criteria for various types of donations are described below.

### 4.10.021      Naming Facilities

- a. CCP 91-1.03, "Naming of Public Facilities and Land" establishes City policies and procedures to be followed in naming facilities. "Public facilities" is interpreted to include rooms in the library.

### 4.10.022      Books and Materials

- a. The Corvallis-Benton County Public Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, those in a format unsuitable for library use or unsuitable for some other reason will be given to the Friends of the Library, given to other organizations, sold, exchanged or recycled. Library staff shall determine whether such gifts will be added to the collection and shall determine how gift materials are handled and integrated into the collection.
- b. Gifts of money to purchase specific library materials should be given to the Library in advance of any material being ordered. Normally such gifts shall be at the list price, which covers the Library's cost for the item(s), shipping charges, and cataloging and processing expenses.

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### 4.10.023      Equipment

The decision as to the acceptance of equipment shall be made by the Library Director. Major equipment donations may also be reviewed by the Library Board.

Among the criteria on which the decision shall be based are need, space, impact on staff, eventual replacement, and expense and frequency of maintenance.

### 4.10.024      Art and Displays

- a. The decision as to the acceptance of an art object shall be made by the City's Public Art Selection Commission in accordance with CCP 98-4.12, "Guidelines for Public Art Selection" with the coordination of library staff.
- b. Donations for other types of displays shall be evaluated for appropriateness by the Library Director. The Library Board may review such evaluation as needed. Council Policy 92-4.06, "Library Displays, Exhibits, and Bulletin Boards," generally covers non permanent displays in the library.

### 4.10.025      Donations of Money, Real Estate, Securities, or Personal Property

- a. Persons desiring to make a gift of money, real estate, securities, or personal property to the Corvallis-Benton County Public Library either during their lifetime or in their will may do so by making the gift in the name of the Corvallis-Benton County Public Library with the expressed condition that the funds or property be used exclusively for the benefit of the Corvallis-Benton County Public Library.
- b. Oregon Revised Statutes 357.490(5) provides that donations of money, personal property or real estate for the benefit of any public library are to be held, controlled and disposed of by the library governing body according to the terms of the deed or gift.

### 4.10.026      Landscaping

The decision as to the acceptance and location of gifts of landscaping items shall be made by the Library Director. The major criteria on which the decision shall be based are the appropriateness of the offered gift to the landscaping plan for the building and the costs of maintaining the gift.

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### 4.10.030 Policy for the Disposition of Gifts

All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to the library are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other material. This disposition policy also shall be applied in an appropriate manner to other gifts such as equipment, art objects and landscaping. Since all gifts to the Corvallis-Benton County Public Library become the property of the City, appropriate City disposition procedures shall be followed.

### 4.10.040 Gift Recognition Policies and Procedures

- a. The Corvallis-Benton County Public Library acknowledges the great importance of private gifts and donations to the library's development and growth. Many donations are made by individuals and groups in the memory of a deceased loved one, to honor a living person, or in celebration of an event. It is desirable and essential to publicly recognize these contributions and to do so in a timely fashion. These policies and procedures shall be applied to recognize gifts from individuals and organizations that have been given directly to the library. In order to implement recognition procedures in a consistent manner, donors and potential donors should be directed to the Library Director. Generally the library's donor recognition procedures are as follows:
  1. All donations to the library will be acknowledged by a letter from the Library Director. Donors will also be listed in the annual donor listing in the library's newsletter.
  2. Additional special recognition may take place for significant contributions. Such recognition may include a donor board, placement of plaques or bookplates on items purchased, special events, publicity, naming collections, or other means. Any collections named after significant donors will not be displayed or shelved separately.
  3. If a donor does not wish to be publicly recognized, that wish will be honored.
  4. Detailed recognition procedures based on various levels of giving are available from the Library Administration Office.

Levels of giving to the Library:

1. SUPPORTER: Gifts less than \$200
2. SPONSOR: Gifts of \$200–499

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- 3. DONOR: Gifts of \$500-999
- 4. PATRON: Gifts of \$1,000-4,999
- 5. SUSTAINER: Gifts of \$5,000-9,999
- 6. BENEFACTOR: Gifts of \$10,000 and above

### 4.10.050      Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years by the Library Director.