

Lincoln Public Library Board
POLICY MANUAL

SECTION: BOARD GOVERNANCE AND ADMINISTRATION **INDEX:** B-12
TOPIC: Gift Acceptance **PAGE:** 1 of 1
DATE: September 2002 **REVISED:** December 2010; October 2017

Purpose

To outline the criteria to accept library materials and equipment donations and monetary donations.

Policy Statement

The Lincoln Public Library Board appreciates all gifts that support its mission.

1. Library Materials, Artifacts, Furnishings, Equipment

- i. Books and other collection materials may be accepted if they are suitable to the needs of the Lincoln Public Library as set out in ***Policy D-1 Collection Development***.
- ii. Artifacts, equipment, and furnishings may be accepted if they are suitable to the needs of the library.
- iii. A gift shall be accepted only on the understanding that the Lincoln Public Library Board retains unconditional ownership of the gift and, if the library cannot use it, the gift may be discarded or sold. The donor may be asked to sign a standard declaration to this effect. (*See Appendix*)
- iv. Gifts that require a financial commitment towards maintenance, use, or expansion are not acceptable unless otherwise determined by the board.

2. Financial Donations

- i. If specified, financial donations shall be used for the purposes for which they are given.
- ii. Gifts such as bequests, life insurance policies, real estate and other special arrangements are subject to the policies and guidelines included in **Policy B-14: *Planned Giving Program***.