

Racine Public Library Gifts and Donations Policy

I. Purpose of the Gifts and Donations Policy

The Racine Public Library believes that private initiative has an important role in extending and enriching the services of the Library. The Racine Public Library Board of Trustees is authorized to receive, manage and dispose of gifts and donations for library purposes per Wis. Stat. § 43.58(7), and establishes this policy to set guidelines for accepting gifts and donations.

The purpose of a formal recognition program is to thank donors, to encourage others to give, and to build healthy long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. The Racine Public Library values its donors. It gratefully accepts monetary gifts and donations of library materials in good condition.

All gifts, designated and undesignated, are subject to the terms of this policy.

II. Authority

The Executive Director is authorized to accept, on behalf of the Library Board of Trustees, all gifts that do not contain conditions which, in their judgment, are unacceptable to the Racine Public Library. The Executive Director may further delegate to appropriate staff members the authority to accept memorial donations to the Racine Public Library. Gifts through bequests and other larger donations should be directed to the Racine Public Library Foundation.

III. Policy

1. Gifts and donations for the Library should be of such a nature that usage of them falls within the mission of the Racine Public Library.
2. Gifts and donations are an addition or supplement to, not a reduction of, the Library's operating budget.
3. 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 RPL such as staffing or special maintenance. Any such gift requires Library Board approval for acceptance.
4. Gifts and donations shall be handled consistent with RPL's Fiscal Policy and Collection Development Policy.
5. Depending on the wishes of the donors, the Library Board may refer, pay or transfer any gift, donation, bequest, devise, or endowment to the Friends of the Racine Public Library or the Racine Public Library Foundation. The Library reserves the right to

transfer ownership to the Friends or sell the item and use the proceeds of the sale for purposes in keeping with the Library's mission.

6. The Library accepts gifts and donations of the following:
 - a. Donations of new or gently used books (adult and children's fiction and nonfiction 10 years old or newer), media and current year popular magazines
 - i. Materials will be evaluated for inclusion based on the Collection Development Policy.
 - ii. The Library reserves the right to refuse items based on format, condition, volume of items received in specific formats and ability to use the format.
 - iii. The Library reserves the right to add them to the collection, distribute items to other organizations, sell or discard them.
 - 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 Library's Collection Development Policy, or to provide services in keeping with the Library'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.
 - iv. Monetary gifts, trusts, real property and stocks received are subject to the Trust Fund Investment and Use Policy.
 - 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 the Library's mission.
 - ii. Acceptance of these items does not guarantee display within the Library.
7. Receipts, Appraisals, and Recognition:
 - a. The Library does not assign monetary value to gifts or donations, and the appraisal of gifts or donations to the Library for tax purposes is the responsibility of the donor.
 - b. The Library will furnish appropriate acknowledgement for gifts and donations upon request, either in the form of a receipt or a letter.
 - c. Recognition of gifts and donations may be made through the Library's newsletter, website, social media, or other communication channels and shared with media outlets.

- d. 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 supporting literature.
- f. The Library shall maintain donor confidentiality when requested by donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.
- g. Naming Recognition for monies received for Library spaces and buildings are subject to the Naming of Library Buildings and Spaces.

Approved by: RPL Board of Trustees

Approved Date: June 16th, 2022 (*December 19th, 1996, amended: July 16th, 1998, January 15th, 2015, and reviewed January 18th, 2018*)

Review Schedule: Annual

Next Review Date: June 2023