

**APPALACHIAN REGIONAL LIBRARY**  
**GIFT & DONATIONS POLICY**  
Approved 3-16-2017

The Appalachian Regional Library accepts and encourages gifts of money, books, and other property from businesses, organizations, and individuals.

**Acceptance**

Unrestricted gifts of money do not need to be approved by the local or regional board and may be accepted by the County Librarian or Regional Director. Restricted gifts may be accepted by the County Librarian or Director of Libraries if the restrictions are aligned with the priorities and goals of the library. If this is questionable, then the County Librarian or Director of Libraries will bring the matter to the local and regional boards for discussion. If the restrictions on the gift are deemed unsuitable to the goals and objectives of the library the gift will be refused. The library appreciates flexibility in the use of a donation for the enrichment of the collection to best serve library users. It reserves the right to reject requests to purchase particular materials on the basis of the selection criteria as described in the Appalachian Regional Library Collection Development Policy. Library materials which are purchased with a donation are subject to the same restrictions and procedures applied to regular library materials, including circulation, evaluation, withdrawal, and disposal. If applicable, book plates will be removed or obscured at the time the item is removed from the library's collection.

Appalachian Regional Library welcomes gifts of books and other library materials with the understanding that these will be evaluated in accordance with the criteria for selection as described in the Appalachian Regional Library Collection Development Policy. The library reserves the right to keep or dispose of any donated materials. The library does not appraise books but will provide a statement of the number of items donated. Donations will not be accepted if the donor requires special conditions, such as separate shelving, permanent retention, or value appraisal.

Gifts of items other than library materials will be accepted with the approval of the local or regional library board, as appropriate. Gifts of real property to a particular county library (not to the Regional Library) will be directed to the appropriate Friends group for disposition. All gifts are accepted with the understanding that they may be sold, stored, given away, or discarded at the discretion of the local Library Board and/or the Librarian.

**Acknowledgement**

The library will acknowledge significant financial and material donations with appropriate public recognition as determined by the local Library Board and the Librarian. In the case of a

new or renovated facility, the local Library Board will determine the most appropriate means of recognition, including the naming of rooms or areas. A receipt for all gifts, regardless of size, will be provided to the donor upon request.

### **Appraisal**

The library will not appraise gifts or attach a value to a donation for tax-deduction purposes.

### **Artwork**

While the Library is not a repository for fine art, it recognizes that there may be art which is appropriate to own and display in the library. The decision to accept a gift or bequest of artwork will be made by the County Librarian with the advice of a Board Committee and based on the following criteria:

- Intrinsic Quality (based on evaluation of the aesthetic worth and physical condition).
- Historic Significance (the ability of the work to communicate valuable information or insight into the culture from which it originated).
- Conformity with the Library's purpose and relevance to the needs and interests of the Library users.

As with all other gifts, the library retains the right to sell, keep, store, give away, or discard any artwork given to it.

### **Tax Deduction**

Appalachian Regional Library is an intergovernmental agency; therefore gifts to the Regional Library or any of its constituent libraries may be tax-deductible to the extent allowed by law.