

# DONATIONS POLICY

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LP4 | REVISION 1 | REVISED 1/15/2021

## I. Acceptance of Gifts

- A. The Lodi Public Library Board may solicit or encourage gifts or memorials of cash, services, real property, financial securities, stocks, or other assets from public or private individual or corporate sources.
- B. The Board or Library Director retains the right to refuse gifts. The Board may make such decisions with criteria including, but not limited to, the following:
  - 1. Duplication of gift
  - 2. Lack of demonstrated need for gift
  - 3. Existing or future tax or other financial liabilities related to gift
  - 4. Real or perceived environmental or safety hazards related to gift
  - 5. Poor quality or condition of gift
  - 6. Gifts inconsistent with the mission and usage guidelines of the library

## II. Disposition of Gifts

- A. The Board shall make all effort to apply gifts to the library in accordance with the expressed purpose of the donor.
- B. The Board has the right to apply any undesignated gift to any capital, material, technology, or endowment need as determined by the Board. The Board shall make every effort to use a non-cash gift as provided but retains the right to sell or otherwise dispose of a non-cash gift to the overall benefit of the library.

## III. Acknowledgement of Gifts

- A. The Secretary or other Trustee of the Board shall promptly send thanks or acknowledgment to donors of all memorials and gifts.
- B. The library is not bound to provide any additional recognition. Any recognition provided is at the discretion of the Board.

## IV. Book Donations

- A. The library will gladly accept book donations with publication dates in the previous five years. For materials older than that, we encourage you to pursue other options, such as [The Book Deal](#), [Goodwill](#), [Salvation Army](#), and [St. Vincent de Paul](#).
- B. As a caveat, in some circumstances there are older books in great condition with community interest that we would consider, but, in general, we don't have the space to manage the amount of older books we are given.

## V. Revision History

- A. Policy approved (Revision 0)
- B. Policy revised January 15, 2021 (Revision 1)