

# **BEAVERTON CITY LIBRARY GIFT POLICY**

Adopted by the Beaverton City Library Advisory Board November 2016

The Beaverton City Library welcomes gifts of library materials, money or real property that will enrich library resources and help the Library better serve the needs of the community.

Donations are considered outright and unrestricted. The Library reserves the right to accept or decline a gift, donation, endowment, bequest, or trust. When funds are donated for a specific purpose, the amount and nature of the expenditure must be approved in advance by the City. As a department of city government, donations are tax deductible to the fullest extent provided by law. A receipt for tax purposes will be provided upon request; library staff cannot appraise the value of donations.

## **Monetary and Real Property Gifts**

Monetary gifts will be utilized by the library to purchase materials or equipment, support library programs, or in other ways the Library Advisory Board and the City deem appropriate. The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they meet standards established in the *Collection Development Policy*.

Donations of substantial cash offerings, securities, real property, art and bequests will be handled by the Library Director, who with the Library Advisory Board, will work out terms of acceptance compatible with library policies, the donor's intent, city policy and applicable laws.

## **Books and Other Library Materials**

The Library welcomes gifts of print and non-print materials with the understanding that gifts of materials will be added to the collection only if they meet the same criteria for inclusion in and withdrawal from the collection as purchased materials. Donated materials are considered the sole property of the Library and the Library does not accept responsibility for notifying donors of the disposition of donated materials. Gift materials not added to the collection may be given to the New Friends of the Beaverton City Library for resale, donated to other libraries or organizations, recycled or discarded.

## **Gift Recognition**

The Library acknowledges the great value of private gifts and donations to the Library's development and growth and the importance of recognizing those donations. For gifts made to the Library, the following procedures apply:

1. All monetary donations to the Library will be acknowledged by a letter from the Library Director.
2. If a donor does not wish to be publicly recognized, that wish will be honored.
3. Gifts may be acknowledged by a bookplate in library materials.

4. By arrangement with the Library Director and Advisory Board, additional special recognition may take place for significant contributions.
5. Donor Board. Donors' names are included on the Library's donor board for various levels of giving. The giving levels recognize cumulative gifts.
  - Copper Level: \$1,000 - \$4,999
  - Silver Level: \$5,000—\$9,999
  - Gold Level--\$10,000+

#### **Beaverton City Library Foundation and New Friends of the Beaverton City Library**

Offers of gifts and donations may be made directly to the Library, the Beaverton City Library Foundation, or the New Friends of the Beaverton City Library. Gifts to any of these entities are tax deductible to the fullest extent provided by law. Although they work closely with Library staff, the Library Foundation and New Friends of the Beaverton City Library are separate organizations with their own policies and procedures.

The Library Foundation raises funds for the Library via annual campaigns, planned giving opportunities, and other activities and is the preferred recipient for substantial monetary donations, bequests, memorials, publicly traded stocks and other property. Further information is available at <http://www.beavertonlibraryfoundation.org/>.

The New Friends of the Beaverton City Library is a membership organization that raises funds for the Library through memberships, book and merchandise sales, and other sales. The Friends operate a book store, The Book Corner, and also hold sales at the Library. Donations of materials are encouraged through the Friends. Further information is available at <http://www.bookcornerbeaverton.org/>.