

## V. GIFT POLICY (*Amended 07/27/17*)

### A. General

The Washington Public Library will gladly accept gifts of money, appropriate library material, equipment or real property. In general, gifts will not be accepted unless they are given to the library without restriction and will be accepted with the understanding that the gift is to become the property of the library. All gifts will be subject to the same criteria as other library equipment and materials and may be utilized, sold, withdrawn or disposed of as best fits the library's needs.

All gifts are tax-deductible and the library will furnish the donor with a receipt upon request. Library staff will provide a description of the donated item, but cannot place monetary value on items donated.

### B. Monetary Donations

1. Gifts made 'To the Library' become the property of the city government; but gifts made to Washington Free Public Library Foundation, a 501(c)(3) corporation, qualify as tax deductible and give the library staff and trustees the fullest discretion to address the library's needs.
2. Individual monetary contributions made directly to the Washington Free Public Library will be deposited into the library's Gift Fund for the purchase of library materials, equipment or programs beyond the scope of the regular library budget. Requests from donors as to the use of the money will be considered and heeded when possible, appropriate and practical.

### C. In-Kind Memorials

Items may be donated or selected for purchase through the library in memory of or in honor of a loved one. Donations must meet the selection criteria of the library. Materials are also subject to all other general gift policies with regard to removal from the collection. Materials purchased through the library will cost the individual(s) giving the memorial no more than what the library paid for the material. Items will be marked with a bookplate or other tag and will be logged in the Memorials notebook, which is housed in the library.

### D. Real Property

Those donating real property or personal property, including machines, fixtures, artwork, displays or other items that are not circulating library materials will be asked to sign a gift waiver form. This form can be used by the donor for tax purposes and will be kept as a record of transfer of ownership.