

1 Highland City Library

2 Donations Policy

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4 The library appreciates and welcomes donations from individuals, families,
5 organizations and corporations. The library recognizes that these
6 contributions can enhance the collection, facility or services the library
7 provides, minimizing the cost to the citizens and taxpayers of Highland.

8 This policy applies to space the library occupies in City Hall.

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10 In accepting donations, the library determines the disposition of all
11 donations. Upon acceptance, it is understood that the donor relinquishes
12 ownership and control and the donation becomes the property of the library.

13 Funds donated to the library for materials will be done so in accordance with
14 the Collection Development Policy.

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16 Criteria to be considered in accepting donations includes the needs of the
17 library, installation or technical processing costs, housing and space
18 requirements, maintenance requirements, and accompanying restrictions, if
19 any.

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21 The library shall use and or dispose of gifts with deliberate attention to
22 the goals of the library.

23 The library does not appraise gifts for tax purposes but will provide receipt
24 of a donation stating that a donation was received.

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1 To recognize donations to assist the library in start-up costs, the library
2 will display the names of donors in the library if the donor so wishes.
3 Categories of donors are: Benefactors - \$100,000 and above; Protector -
4 \$50,000 to \$99,000; Advocate - \$25,000 to \$49,999; Sustainer - \$10,000 to
5 \$24,999; Partner - \$5,000 to \$9,999; Investor - \$1,000 to \$4,999; Contributor
6 - \$500 to \$999. A donor plaque will be displayed inside the library, with
7 the largest contributors prominently displayed in the largest letter heights
8 with subsequent categories displayed in descending letter heights. Smaller
9 donations such as the library family program will be recognized by the
10 Friends of the Library or Library Foundation.

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12 Donations to the library will not be recognized in perpetuity. Donor plaques
13 will be removed from facilities when the library no longer occupies that
14 space but may be displayed at the new library at the discretion of the
15 Library Board.

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17 Approved by Library Board July 9, 2008

18 Approved by City Council July 15, 2008
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