

Jack Russell Memorial Library Donation and Gift Policy

The Jack Russell Memorial Library (JRML) welcomes donations of books and other materials. Those which fall into the library's collection development policy and which are not already held within the library's collection are most welcome. It is the Library's general policy to only accept materials without restrictions on their use.

Overview

All donations become property of the Library. The Library reserves the right to utilize donated materials in whatever way best benefits the collection and services of the JRML. Donated materials may be added to the collection, may be sold by the Friends of the Library with proceeds to benefit the Library, items may be passed on to other libraries, or discarded if necessary.

All donated items must be delivered to the library.

Criteria for adding materials include: timeliness, condition and relevance to collection guidelines and policies. In general, material donation should be less than three(3) years old and in good condition (i.e. not musty, moldy, damp, etc...). Donations falling within the following categories will not be accepted nor added to the Library's collection:

- Computer, medical and travel books older than three years
- Damaged or incomplete audio-visuals items
- Textbooks
- Sets of Encyclopedias
- Reader's Digest Condensed Books
- National Geographic Magazines
- Magazines
- Reference books— Almanacs, Yearbooks, etc.
- Record albums
- Computer software and games older than a year
- Items already discarded by another library
- Scattered or single volumes of a multi-volume set
- Newspapers
- Pamphlets
- VHS Videocassettes
- Books on Cassette

Special collections and memorials collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection(s).

Hartford History Room Donations

Materials donated on the history of Hartford, neighboring communities, Washington or Dodge Counties are welcomed additions to The Hartford History Room. The Library Director and History Room Coordinator will evaluate the appropriateness of these donations. Items that are most welcomed include: photographs, maps, historical newspapers and advertisements. Small artifacts will be considered on a case by case basis.

Use of Gifts

Gifts will be retained as long as they serve the best interest of the Library. The Library cannot commit itself to the perpetual housing of a donation. All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library. When gift items are withdrawn from the collection, the library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

Equipment and Furnishings

The decision on acceptance of equipment and furnishings with a value greater than \$500.00 will be made by the Library Board or by the Library Director, as appropriate. Among the criteria on which the decision shall be based is

need, space, impact on time of staff (e.g., must it be recharged or frequently serviced) and expense and frequency of maintenance. All decisions regarding equipment and furnishings are final.

Works of Art

The Library Board reserves the right to determine the location, display of art work and appropriateness within the scope of the mission of the library. They may request that art work be accompanied by a current appraisal of value and may request evidence of artistic importance, merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the art work to the Library will be required. The Library Board may also request evidence of provenance and present title of the art work from the donor.

Landscaping

The Library Director shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness the offered gift to the existing landscaping, cost of maintenance and consideration of any future building expansion, renovation or similar circumstance.

Appraisal

For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The Library is unable to assess the value of these items. The Library provides a gift receipt acknowledgement form at the donor's request. Information on IRS rules and regulations regarding charitable deductions can be found in the U.S. Treasury, IRS Publication 526, "Income Tax Deduction for Contribution." Or through the local Internal Revenue Office at 310 W. Wisconsin Ave. Milwaukee, WI 53203. Hours: Monday-Friday 8:30am-4:30pm. Phone: 414-297-1662

Recognition

All financial contributions shall be acknowledged by letter as soon as possible upon receipt of the contribution. In the case of a memorial or gift contribution, an acknowledgement shall be sent to the honoree or the family of a memorialized person, if applicable.

Monetary gifts will be recognized on the JRML Donor Recognition Wall on an annual basis.

Five categories of giving are acknowledged on the wall:

Supporter:	\$500+
Sponsor:	\$1,000 +
Patron:	\$5,000+
Benefactor:	\$15,000+
Champion:	\$25,000+

Standard Inscription shall be:

\$XXXX.XX donated by [Name] in honor of or memory of, when applicable.

Recognition for donations of materials, items for the Hartford History Room, equipment, furnishings, works of art and landscaping valued greater than \$500 shall be negotiated with the donor at the time of the donation.

Approved by the Hartford Public Library Board August 11, 2010; Revised by the Jack Russell Memorial Library Board February 10, 2016; Revised and approved June 13, 2018