



## GREENVILLE COUNTY LIBRARY SYSTEM DONATIONS POLICY

Donations are welcomed by the Greenville County Library System (hereinafter referred to as "Library") in order to enhance our capacity to serve Greenville County as the best provider of guided access to quality resources for information, education and leisure. The Library does not assign value for donations of any kind.

### **MATERIALS**

The Library accepts donations of print and non-print materials (e.g. books, DVDs, CDs, etc.). All donated materials received at any Library location become the absolute property of the Library with no right of ownership from any other entity. Donated materials will not be returned to the donor. Upon request, the Library will provide the donor a statement indicating that the items were given and the date they were received.

Using the selection evaluation criteria delineated in the Library's *Collection Development and Maintenance Policy*, the Library's professional staff will determine if donated material is placed in the Library's collection. The Library disposes of donated items in accordance with the Library's *Procurement Policy for the Purchase and Disposal of Library Materials*.

### **MONETARY GIFTS**

The Library gratefully accepts monetary donations and will provide the donor with a letter to acknowledge the benefit to the Library and satisfy the documentation requirement for the donor's tax purposes.

#### Unrestricted Monetary Gifts

Unspecified donations are added to the Library's general fund for the fiscal year in which the gift is received and will be appropriated toward the Library's greatest current need.

#### Restricted Monetary Gifts

Specific bequests and restricted donations are set aside according to the wishes of the donor at the time of donation. Depending on the size of the contribution and its requested use, the funds may be set aside in an interest-generating account for future use. The Library understands and respects its legal obligation to honor the wishes of the donor when accepting restricted funds. All money donated for library materials will be utilized to enhance the Library's collection in accordance to the Library's *Collection Development and Management Policy*.

## **IN-KIND**

The Library accepts donations of in-kind property or services (e.g. brochures, fliers, design work, etc.). Upon request, the Library will issue a letter to the donor identifying the property or services donated.

## **REAL ESTATE**

The Library accepts donations of real estate made to the County of Greenville for exclusive use of the Library with a donor furnished appraisal of the property value.

### Unrestricted Real Property Donations

If the Library Board determines that it is in the best interest of the Library to sell unrestricted donated property a request will be made to Greenville County Council to sell the property in accordance with the County of Greenville's Procurement Policy. Proceeds of the sale will be transferred to the Library for capital improvements or the purchase of other real property.

### Restricted Real Property Donations

The Library Board will weigh the community needs and benefits against the costs, both tangible and intangible, before accepting real estate if the donation is contingent on the future location and/or naming of a Library facility.

## **MISCELLANEOUS ITEMS**

The Library accepts donations of miscellaneous property including stocks and bonds. Upon request, the Library will provide the donor a letter with the description of the donated item. The Library will convert stocks and bonds into cash at the time of the gift. Donated items that do not support the Library's mission will be sold or retained for future disposal in accordance with the County of Greenville's Procurement Policy.

This policy replaces "Appraisal of Gift Property" approved by the Board of Trustees 8/25/97.