

# Cambridge Community Library Gift and Donation Policy

The Cambridge Community Library welcomes the support of the community through gifts of money or material goods. These gifts help enrich and improve public library resources.

## 1. Authority

A. According to the Wisconsin State Statutes s. 43.58 (Power & Duties), “the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund.” Therefore, the Library Director or the Library Board retains the right to accept or refuse any gift.

B. All gifts become sole property of the Library and as such may be used and managed as the Library Director and Library Board deem appropriate.

C. Publicity for gifts will be worked out between the Director and the donor. No publicity will take place without the consent of the donor. In addition, the Library cannot promise that publicity will occur with every gift.

## 2. Types of Gifts and Terms of Acceptance

A. The Library does not accept gifts of books, pamphlets, periodicals, audiovisual materials, and other items without the approval of the Library Director. Such items will be accepted only if they enhance the library’s collection, such as materials relating to local, state, or regional history or culture.

B. The Library Director will determine which used items will be added to the collection. Those not added to the collection may be disposed of as the Library Director sees fit, e.g. Friends of the Library book sale. The Library Director reserves the right not to accept used books that are not useful or saleable. Any special collections of gift books that are deemed usable may be integrated into the regular collection rather than be kept together as a separate entity.

C. The Library cannot produce lists of titles donated or assess the value of used books.

D. Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library’s mission, décor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth.

E. Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

### **3. Deposit Materials**

A. Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community as determined by the Library Director outweighs the extraordinary administrative procedures required to service them and they cannot be reasonably be made available to the community through any other Source.

### **4. Partnership for Collection of Materials**

A. The Library may be a designated drop off location for recycled materials. Authority to designate the Library as a drop-off location lies with the Library Director. Organizations may reach out to the Library Director for approval and coordination of pick-up/drop -off of recycled materials.

B. The Library Director may accept or decline the request to make the Library a designated drop-off location based on the needs of the library, the space the collection would take up vs. what the Library has available, or time needed by library staff to maintain.

C. All approved partners are responsible for their collection receptacles; this includes pick-up of materials when the receptacle is full, or when the time frame for collection has expired. Organizations that fail to maintain their collection receptacles may be permanently removed from the Library.

D. It is the duty of the partners to provide proper signage and containment for their collection. The Library is not responsible for providing the receptacle or signage for any approved collections, nor is it responsible for advertisement of the collection, unless otherwise approved by the Library Director.

*Approved 4/10/24*