

RAMPART LIBRARY DISTRICT DONATIONS/GIFTS FROM THE LIBRARY

Policy Statement

Rampart Library District is a non-profit, publicly funded institution and as such, cannot use its monies to make charitable contributions. The District strives to be a viable member of the community and to work with other community organizations in outreach projects. Occasionally this may involve a small monetary contribution for a program or the donation of a resource.

Under certain circumstances the District may place items in the collection in honor of or in memory of an individual or a group. It may also give a token gift to show appreciation.

Guidelines

1. If a non-profit community group puts on a program for the library at no cost to the library, the District may make a contribution to the group not to exceed \$50 unless otherwise approved by the Director (not to exceed \$200).
2. The District may make an in-kind donation to a non-profit community group with which it is involved, the cost not to exceed \$50 unless otherwise approved by the Director (not to exceed \$200).
3. If an individual presents a program for the library at no cost, the District may choose to place an item(s) in the collection in honor of that person. * Books will be chosen to complement the subject matter of the program and will contain a bookplate. They will be presented and displayed at the program and are intended to show the District's recognition of the individual and his/her services to the District.
4. The District may also place books in the collection in honor of an individual/group who has given outstanding service to the District. *
5. When there is a death or a joyous event (such as the birth of a child) in a staff or Board member's family, the District may place a book in the collection in memory of or in honor of that person.* The staff or Board member will participate in the selection of the book.
6. On rare occasions the District may place a book in the collection in memory of someone who is a patron of the library. * This may only be done with the approval of the Director.
7. The District may choose to give a small token gift to an individual who has presented a program(s) or given special service to the District (e.g. volunteers). This must always be approved by the Director or designated person and should reflect the number of programs presented/effort expended. The District should be consistent in the values of these gifts.

*Books placed in honor, memory or recognition of an individual or group may be chosen from within the collection or purchased if the area of interest is not well-represented in the collection. An appropriate plate will be placed in the chosen book.

Concerns about the Donations/Gifts from the Library Policy must be presented in writing with specifics to the Library Director. Please provide your name and contact information. The Library District may amend or supplement this policy from time to time and reserves the right to do so.

Approved by the Rampart Library District Board of Trustees on October 21, 2006
Reviewed and approved by the Rampart Library District Board of Trustees on April 11, 2017.