

Putnam County Public Library Gift Policy

The Putnam County Public Library remains honored to receive any number of gifts, donations, endowments, bequests, or trusts from patrons, community groups, organizations, and businesses.

Restricted gifts are those to which the donor has defined specific terms, conditions, and purposes. Non-restricted gifts are those to which the donor has not specified terms, conditions, or purposes and may be used by the library's purchasing agents at their discretion. The library accepts gifts with the understanding that the gift becomes the property of the library and is therefore subject to use and/or expenditure at the library's discretion.

The Putnam County Public Library reserves the right to accept or reject any gift, donation, endowment, bequest, or trust at any time.

Gift Opportunities

Donation of Library Materials (books, print materials, and other media)

Depending upon its needs and priorities, the library may accept gifts of print and non-print materials. Gifts will be evaluated using the same criteria as purchased materials. Special emphasis will be placed on items/materials with connections to local history and genealogy.

Patrons are advised to keep the following in mind when considering donating items to the library:

- Patrons are required to contact the library (phone, email, text, in person) in order to arrange a mutually-convenient time for drop off prior to bringing donation items in for review. The library cannot accept unsolicited materials from patrons.
- Items for donation may not exceed 20 at a time unless prior arrangement has been made with the library Director. The library cannot accept large numbers of items such as boxes of books, encyclopedia sets and reference manuals, or sets/series of fiction titles en masse.
- Donations may be added to the collection, given to the Friends of the Library for their book sale, or discarded if the condition warrants.
- ~~Donated items may be returned to the donor if requested at the time of donation.~~
- The library cannot assign a monetary value to donations for the donor's tax purposes.

- The library is not able to accept books for recycling, encyclopedia sets, textbooks, legal or medical books over 5 years old, weekly magazines, used computer hardware or software.

Donation of Art Objects

Gifts of art objects should be of local interest to the community.

- All items accepted will meet the criteria for selection as outlined in the Collection Development Policy.
- All gifts will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interest of the Library.
- The Library cannot provide appraisals of gifts it accepts for income tax or other purposes.
- No gifts will be accepted which would pose a danger or threat to patrons (e.g. metal sculpture with sharp, moving parts).
- No gifts will be accepted which require extensive, regular special care or conservation.
- All gifts of art objects are subject to approval by the Library Director and Board of Trustees.
- Gifts placed on display will be identified by a label which states the artist's name, title of the work, date executed, medium and a donor credit line (if desired) which will be worded "Gift of (name of donor)".

Direct Monetary Donations

The library welcomes direct monetary donations to be used for library materials, furniture or equipment, or to sponsor library programs.

- Gifts are tax deductible as provided by law.
- Corporate sponsorship of library programs is welcome and will be publicly acknowledged.
- The library reserves the right to title the programs.

Memorial Contributions

The Putnam County Public Library may receive gifts in memory of or in honor of a loved one or friend.

- Contributions may be made to the general gift fund or be used to purchase library materials.
- Staff will select the library materials in consultation with the donor.

The PCPL Endowment Fund

The Putnam County Public Library is a member of the Putnam County Community Foundation. Annual income from the endowment fund is used to fund library programs, services, and to purchase library materials. A gift to the Putnam County Public Library Endowment Fund is a gift in perpetuity to support library services and programs.

Friends of the Putnam County Library

Direct donations may be submitted to the Friends of the Putnam County Library to support Friends activities, services, and programs. The Friends of the Putnam County Library is a tax-exempt 501 © 3 organization.

Adopted November 16, 2005

Revised and adopted October 2014