

<p style="text-align:center"><b>MIDLOTHIAN PUBLIC LIBRARY</b> <b>GIFTS, DONATIONS AND SPONSORSHIPS POLICY</b></p>
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**A. GENERAL ACCEPTANCE OF DONATIONS**

The Midlothian Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions. Through such donations, the Library has been able to acquire materials which could not have been purchased otherwise.

**B. DONATION OF BOOKS AND AUDIO VISUAL MATERIALS**

In accepting a gift of materials, the Library reserves the right of deciding whether items donated should be added to the collection. Out of the many books and other materials which are donated to the library, only a portion can be used. Some cannot, because any library materials may be (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated—not of sufficient present reference or circulating value to the Library; and/or (3) in poor condition. The material will be judged by the same standards of selection as those applied to the purchase of new materials (see the Library's *Collection Development and Materials Selection Policy*). The Midlothian Public Library accepts gift books with the understanding that books or materials which are useful to the Library collection will be retained and other books or materials will be disposed of in whatever manner the Library deems best. The Library necessarily reserves the right to shelve gifts with other collections on the same subject so that all collections are organized and classified according to Library standards for the best public service.

**C. GIFT BOOKS**

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. So that the Library can properly acknowledge the generosity, a special form to record the information should be completed.

**D. DONATIONS OF ART OBJECTS AND OTHER TYPES OF MATERIALS**

Although such gifts are usually welcomed, a final decision on the acceptance rests with the Library Director and the Library Board of Trustees.

**E. MONETARY DONATIONS**

The Library welcomes cash contributions, gifts of real property, stocks and bonds. It is the Library's custom to expend cash gifts on materials, equipment or on a project which is acceptable to the donor. Restrictions on any gift must be submitted in writing and approved by the Library Board before the gift is accepted. However, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the donation.

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**F. RETENTION**

All gifts are accepted with the understanding that it may someday be necessary that the items be sold or disposed of in the best interest of the Library. The Library cannot commit to perpetually housing a donation.

**G. INCOME TAX STATEMENTS**

The Library cannot appraise the value of a donation of materials or art. However, the donor will receive a letter acknowledging the donation. It is the donor's decision to determine the value of the donation or to utilize an independent appraiser.

**H. RESTRICTIONS**

No donation can be accepted unless it is given to the Library without restrictions, or if the Library Board has specifically adopted an agreement to do so. All gifts may be used, sold or disposed of in the best interest of the Library.

**I. SPONSORSHIPS**

The Library welcomes sponsorship of programs, projects and events from individuals and groups including, but not limited to, businesses and service organizations.

Sponsorships must be approved by the Library Director and the Library Board. In assessing suitability of soliciting or accepting a potential sponsor, the Board considers the public image of the sponsor, its line of business and all of its products and services. Sponsorships are pursued if the Board determines that an association between the potential sponsor and the Library is suitable and will positively affect the public image that the Library has established in the community.

Public recognition of the sponsor may include:

- A statement of the sponsor's name and a display of its logo on the Library's promotional materials for the sponsored program or service.
- An announcement or short article in the Library newsletter.
- A verbal announcement at the beginning of the program.
- A press release submitted to local media outlets.

**Reviewed 9/2015**

Adopted September 2014