

<p style="text-align:center">MIDLOTHIAN PUBLIC LIBRARY GIFTS, DONATIONS AND SPONSORSHIPS POLICY</p>

I. 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.

II. DONATION OF BOOKS AND OTHER MEDIA

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any library materials may be (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated—not of sufficient present reference or circulating value to the Library; and/or (3) in poor condition.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 Management 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.

III. GIFT BOOKS

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

IV. DONATIONS OF OTHER TYPES OF MATERIALS

Acceptance of donations of other types of materials will be based on the condition of these materials, their potential benefit to the library, and the Library's available space to house them. The final decision on the acceptance rests with the Library Director and the Library Board of Trustees.

V. DONATIONS TO THE FRIENDS OF MIDLOTHIAN PUBLIC LIBRARY

The Library will accept donations of books and other materials on behalf of the Friends of Midlothian Public Library to be sold or used in support of their fundraising activities.

VI. 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

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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.

VII. 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.

VIII. INCOME TAX STATEMENTS

The Library cannot appraise the value of a donation of materials. Upon request, the donor may 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.

IX. 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.

X. 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 sign of acknowledgement and thanks to the donor displayed in the Library on the date of a sponsored program.
- A press release submitted to local media outlets.

Commercial sponsors may display their contact information on a sign in the Library on the date of a sponsored program or make business cards available for Library patrons who wish to do business with them outside of the Library. Other than the methods

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explicitly mentioned here, commercial sponsors will not be permitted to conduct business, to actively advertise their products or services, or distribute or display advertising materials on Library property.

Adopted 9/2014, Reviewed 9/2015, Revised 2/2017, 9/2018, 9/2019, 9/2020, Revised 10/2021, Reviewed 9/2022, 9/2023