



Plum Borough Community Library

Policy Title: Donations and Memorials/Honorariums Policy

Date Issued: September 2022

Purpose: To establish clear guidelines for material donations, memorial donations/honorariums and services in-kind.

Donation – Materials:

Materials donated to the library must meet the same standards as other materials for inclusion in the library's collection. (See collection development policy). If a donated item is not added to the collection, it may be given to another library, placed in the library's book sale or discarded. The revenue from any sold item will be used to benefit the library. All gifts are accepted with the understanding that someday it may be necessary to deselect the items (remove from the collection). The library cannot commit to perpetually housing a donation.

The library cannot accept items that are:

- Marked
- Yellow
- Brittle
- Infected
- Musty
- Damaged
- Outdated items
- Textbooks
- Encyclopedias
- VHS tapes
- Duplicates of an item which the library has a sufficient number
- Abridged books

The library will only accept two boxes of donations at one time.

Books of lesser quality that cannot be used for the collection may be placed in the book sale.

The Library reserves the right to decide the conditions of display, housing and access to materials. The library is not obligated to keep donated materials for any length of time.

Donation – Memorials/ Honorariums:

The library welcomes monetary contributions in memorial or honor of named individuals.

Books given as memorials must meet the same standards as other materials selected for inclusion in the library's collection. The library cannot commit to perpetually housing a memorial purchase. Additionally, the library reserves the right to decide the conditions of display, housing and access to



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materials. The library will make an effort to honor specific title requests; however, these requests may be denied based on the needs of the library.

The decision as to the acceptance of furnishings and equipment should be made by the Library Director and Library Board of Trustees. Some criteria on which the decision shall be based are need, space, impact on staff time and expense and frequency of maintenance. All donations become the sole property of the library. No gifts are accepted unless freely given to the Library without restriction to be used as the library sees fit.

When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out, damaged or lost gift items. The library is not obligated to keep donated materials for any length of time.

Donation – Memorials/Honorariums: Giving Tree:

Monetary donations of \$250 or more will be acknowledged on the library's donation tree in the name of the donor's choosing, limited by the pre-determined number of lines and characters per line, unless the donor or recipient wishes not to be acknowledged in this manner. This will be on the wall for 10 years. After a 10-year period the library cannot guarantee that the leaf will be on the wall. If the leaf is removed from the wall, an effort will be made to send it to the individual/family connected with it.

A leaf will be added to the tree honoring an individual if donations reaching the specific thresholds are made within two months. The library will contact the individuals connected to this donation.

A leaf will be added to the library donation tree for donation made by an individual, group or organization. Leaf levels include \$250-\$499 for a bronze leaf, \$500-\$999 for a silver leaf and \$1000 for a gold leaf.

Library has the right to reject the verbiage on the leaf if the director and Board of Trustees deem the wording inappropriate.

Acknowledgement of Gifts:

All gifts, other than donations of used materials, shall be acknowledged by a letter or email to the donor from the Library Director. In instances where the gift is in honor or memory of a third party or individual, a letter will be sent to the honoree or their family to let them know about the tribute. A letter of acknowledgement goes to the donor as well.

A list of financial donors will be listed on the library's website acknowledging their contribution. Donors can choose to remain anonymous.

The library will not appraise items for tax purposes. The library is unable to provide book value statements to patrons. Patrons who wish to have items appraised must themselves acquire and pay a professional appraiser.



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The library will be in charge of selecting, designing and installing any memorial gift plaques, labels or bookplates.

For items other than materials in the collection, it is the decision of the Library Director and Library Board of Trustees as to whether a plaque will be affixed to or near an item, or whether the donation will be recognized in some other location or fashion.