

## **Donation Policy**

The Eastern Oklahoma District Library System and its individual community branches are grateful for all gifts. Collections and facilities have been enriched by individuals and community organizations that have made it a practice to enhance the library with gifts, donations and local fund raising efforts.

### Books and Materials

The Eastern Oklahoma District Library System especially welcomes gifts of printed materials on the history of the community and the region.

Gifts of materials will be accepted by the libraries of the System only with the explicit understanding that they may or may not be added to the collections. It is possible that a gift may be of value, but may not be useful to an individual library because it may be:

1. a duplicate of an item which the library already has in sufficient number;
2. outdated material or material not of sufficient use to library patrons to warrant shelf space; i.e. copyright older than 5 years.
3. in poor physical condition.

The donor of a gift should understand that the library is a branch of EODLS and that the System reserves the right to assign the gift wherever the need is greatest. This includes sharing the item with other branches of EODLS.

The library branches of EODLS will not accept as a gift any printed material or other information source if the condition of acceptance requires permanent exhibition of the items and special areas of designated shelving. Highly technical materials or very expensive material of limited interest to general readers may not be used enough to justify accepting them for the library collection. All donated books will be cataloged at the Support Services center and will be shelved into the regular collection. No special areas of shelving will be reserved for a grouping of donated material.

### Cash donations to purchase material

If money is donated to any branch of EODLS with the express desire that it be used to purchase library materials, the money will be sent to the Business Office where it will be placed in a donation account specific to the branch receiving the donation. Books and materials selected for purchase with donation money should be noted on the order. All materials will be purchased through the normal purchasing procedure used by the Library System.

### Donation of equipment and furniture

If money is raised for any branch of EODLS with the express purpose of furnishing a specific branch, donation of money directly to the branch will be placed with the Business Office of EODLS. If money is given directly to the City for use to purchase furnishings, the funds are also protected by accountable procedures. Each piece of furnishing and equipment will be selected by appropriate bidding procedure, guided by the Library System administration, and will conform to library standards for appropriate library furnishings.

Once the furniture is placed in the branch, it is considered EODLS property, which will be used in a specific branch when feasible in the administration of EODLS. Each item will be assigned a specific EODLS inventory number that is identified on the list of inventory as assigned to or designated for a specific branch. EODLS will insure the property appropriately. It is not necessary for the local City to also label the equipment or furniture, since the gift is for the purpose of providing a library branch of the District Library. Disposal of the item at the end of its useful life will follow EODLS procedure for surplus. Any value received for the item will be credited by the Business Office to the specific branch that was the recipient of the donated item.

#### Other

The Library System and its individual branches will rarely accept any object, furnishing or facility that will not lend itself to the daily provision of library service. No such gifts will be accepted if limitations on the gift preclude its usefulness to the Library's daily tasks, or will require special exhibition and special facility arrangements to house it. Gifts, which may be turned into liquid assets by sale of the gift, may be accepted if the Library is capable of making such arrangements for disposal. Otherwise, the donor may be asked to dispose of the item and provide the proceeds to the library. In all cases, the Library System will attempt to meet the wishes of the donor so long as they do not conflict with Library System policy and procedure.

#### Valuation

No dollar value will be assigned to any gift received. If the donor wishes to take a tax deduction, a Donation Form or letter will be provided which lists the number of books or items donated, but no price will be quoted on any gift accepted. The donor may estimate the value of the item donated. The library will not retain records of value claimed.