



## **BASALT REGIONAL LIBRARY DISTRICT DONATIONS AND GIFTS POLICY**

It is the policy of the Basalt Regional Library District's (BRLD) Board of Trustees to welcome donations and gifts from individuals, businesses, corporations, foundations, and other community organizations. Donors wishing to contribute to BRLD are encouraged to explore the following options outlined below.

### **PRINCIPLES:**

- Any donations or gifts accepted by BRLD will be viewed as an addition to, not a reduction of, BRLD's operating budget and will be accepted in accordance with BRLD's mission and related policies.
- All gifts, grants, and support must further BRLD's mission, goals, objectives, and priorities. They must not drive the library's agenda or priorities.
- All gifts, grants, and support must safeguard equity of access to library services. Donor agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All gifts, grants, and support must protect the principle of intellectual freedom. Donors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants, and support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants, and support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to BRLD.

### **IN-KIND DONATIONS:**

- **Artwork.** Donation does not ensure display or retention of artwork by BRLD. Donated wall art must be display ready (i.e. framed, mounted). Outdoor artwork must be prepared to withstand all weather conditions. BRLD is not liable for any damage done to the artwork. Artwork is accepted at the discretion of the Executive Director.
- **Books, CDs and DVDs.** As space is available, donations of books, CDs, DVDs, and other materials are made to the Friends of the Library. The library provides space for these donations to be received.
- **Equipment/Technology.** Donations of computers, printers, internet devices, and software are generally not accepted because it is in the best interest of BRLD to standardize its computer equipment, and to adhere to software licensing agreements and product warranties.
- **Heritage Pieces.** Heritage pieces include any historical item relating to Basalt and the surrounding vicinity (Frying Pan and Roaring Fork Valleys). Heritage materials will be accepted at the discretion of the Executive Director or recommended for use by the Basalt Heritage Society.
- **Library of Things.** Donations to BRLD's "Library of Things," such as telescopes, ukuleles, sewing machines, and board/games are generally not accepted because it is in the best interest of BRLD to standardize these items.

### **MONETARY DONATIONS:**

- **Unrestricted Gifts** are always welcome and allow BRLD to direct funds to those areas that are most important to the continued excellence of our library. These funds are used to meet opportunities that may arise outside budgeting cycles.

**Restricted Gifts** are those which are directed to a specific material or service BRLD provides.

Restricted gifts may be directed toward:

- Programming for adults, teens, or kids
- Library collection items for adults, teens, or kids
- Facility upgrades and maintenance
- Staff development and appreciation
- Technology upgrades

**FUNDRAISING:**

- From time to time, the Library may engage in fundraising activities for a directed purpose
- These activities will adhere to the principles of this policy stated above

**ACKNOWLEDGEMENTS:**

BRLD will promptly acknowledge the Donor in writing including recognition that BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law. Additional recognition of donors will be in conjunction with, but not limited to, the library events and activities supported by their donation. The nature of donor recognition will be detailed in case-by-case donation agreements between donors and BRLD.

**DISCLAIMERS AND LIABILITIES:**

Due to space constraints and limited processing resources, BRLD is unable to accept all offered materials. BRLD reserves the right to dispose of unsolicited materials in any manner it deems appropriate.

All gifts to BRLD are the property of BRLD and cannot be returned to the donor for any reason.

BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law.

All prospective donors are encouraged to consult with their legal, tax, and/or financial advisers before making a gift to BRLD.

**UNUSABLE DONATIONS:**

The Library reserves the right to decide whether donations are outside the scope of the Library collection and/or mission. If found so, the library will dispose of them in an appropriate manner.