



Donations and Gifts Policy

Approved: Dec. 8, 2022

I. Purpose

The West Fargo Public Library welcomes donations of books and other materials. The Library also accepts monetary contributions allocated for the purchase of Library materials.

II. Principles

- Donations are welcomed and valued expressions of individual support for West Fargo Public Library's mission to "provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections."
- Donations enhance the Library's services and programs.
- Financial donations enrich West Fargo Public Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of West Fargo Public Library.

III. Scope and Disposition of Donations Received

The Library encourages donations of funds and will consider materials donations with the understanding that:

- The Library's Collection Development and Management Policy is the basis for staff decisions about adding materials to the collection.
- Library staff will consider the space required to house or store the gift(s).
- Library staff will consider the cost to maintain or preserve the gift(s).
- Print and Non-Print material donations are only accepted during designated donation times for the benefit of the Friends of the West Fargo Public Library fundraiser sales.
- All donations are permanent and become property of the West Fargo Public Library, therefore cannot be returned to the donor.
- The Library generally cannot accept donations with specific stipulations.
- The Library reserves the right to determine the dispositions of all gifts received.
- Acknowledgement of gifts may be provided, but the Library will not make appraisals of the value of donated items.
- Library supporters are encouraged to make financial donations to the Friends of the West Fargo Public Library.
- Donated materials not utilized in the Library's collection will be turned over to one or more third parties for processing and resale. All proceeds from the sales are paid directly to the Library or to the Friends of the West Fargo Public Library to support the Library's mission and programs, and to otherwise enhance the Library's operations.

IV. Definitions

Print and Non-Print Materials

- The Library is pleased to accept new or gently used print (books) and non-print (DVDs, CDs, etc.) materials. The Library is most interested in the following types of materials for in its collection or for offering to the Friends of the West Fargo Public Library for possible resale:
 - Hardbound current novels for recreational reading
 - Non-fiction books with current information
 - Biographies and autobiographies
 - Children's books
 - Paperback books
 - Books of local interest
 - Media material: DVD's, audiobooks, video games, puzzles/board games, educational toys, etc.
- The Library will not accept donations of the following items as they are unusable and present a disposal problem:
 - Encyclopedias
 - Textbooks
 - Reader's Digest abridged or condensed books
 - Outdated technology, legal, medical, or travel materials
 - Any magazines or periodicals
 - Personally recorded CDs, DVDS, or cassettes
 - Discards from other libraries
 - Items that are damaged, dirty or moldy, or written in or marked

Monetary Donations

Monetary gifts and bequests enhance and expand library services beyond the limits of normal municipal funding. Monetary donations may be made in a number of ways:

- Memorial or tribute gifts: The Library is pleased to select appropriate titles in memory of/in tribute to a relative or friend, as indicated on the donation form. A gift plate may be added to each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.
- Gifts to the Library: These funds, donated by individuals, groups or corporations, will be spent as requested on the donation form. A gift plate may be placed in each purchased item with the name of the donor. Funds can be designated to purchase materials:
 - in a particular subject area
 - in a particular format for a particular department
 - for a specific program
 - or as an unrestricted gift
- Gifts of appreciated assets: Gifts of publicly traded securities, such as stocks, bonds, or mutual fund shares, provide donors with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping the Library. Gifts of appreciated real estate are also acceptable.

- **Bequests:** A bequest to the West Fargo Public Library creates a legacy for generations of children and families. It will be treated as a separate endowment fund for the Library with Board-authorized expenditures primarily utilizing earned interest.

Other Gifts

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at that time. The Library Board may be consulted for final determination to accept or decline major gifts.

Gifts to Library Staff

Library staff cannot accept individual gifts valued in excess of \$50.00 or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the Library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally and that no preferential treatment is shown or expected.

V. Roles and Responsibilities

The West Fargo Public Library Board has delegated to the Library Director and staff the authority and responsibility to accept donations to the West Fargo Public Library. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts. All donated materials are outright gifts to the Library.

The Friends of the West Fargo Public Library conduct book sales to fundraise on behalf of the West Fargo Public Library. Members of the Friends volunteer to intake all donated materials during the designated donation times for resale.

VI. Receipts

The Library can provide receipts for gifts only in the following cases:

- **Cash or check donations:** a receipt will be sent in the form of a letter stating the amount donated.
- **Gifts of appreciated assets:** a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- **All other donations:** no receipt will be given, unless requested.

VII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Collection Development and Management Policy](#)
- Donation Form (attached)

Donation Form

DONOR INFORMATION

Name(s) _____ I wish to remain anonymous.

(_____) _____
Primary Phone Number Email

Mailing Address City State Zip

Address for Letter of Acknowledgement City State Zip
(if different than above)

GIFT AMOUNT AND PURPOSE

Gift of \$ _____ Please make check payable to: **West Fargo Public Library**

Use my gift for the following area (check one or more):

- | | |
|---|---|
| <input type="checkbox"/> Where the need is greatest | <input type="checkbox"/> Adult Materials |
| <input type="checkbox"/> Books | <input type="checkbox"/> Teen Materials |
| <input type="checkbox"/> Audio/Video Materials | <input type="checkbox"/> Children's Materials |
| <input type="checkbox"/> Other (please specify): _____ | |
| <input type="checkbox"/> Specify subject of materials purchased (optional): _____ | |

MEMORIALS AND TRIBUTE (FOR BOOK PLATES)

Optional - Select which best applies.

In honor of _____

In memory of _____

In appreciation of _____

A gift to the library from _____

Your gift makes a difference! Your gift will help us serve our community above and beyond what tax-based funding provides. For more information, visit westfargolibrary.org/donate or contact the library at askus@westfargond.gov. Thank you for your generosity.

Please mail to: West Fargo Public Library, 215 3rd St. E., West Fargo, ND 58078