

Policy 5-17	Gift Acceptance Policy	Created: 12/1/2021 Approved: 01/19/2022 Implemented: 01/19/2022
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I. PURPOSE

Jackson County Library District (the “Library”) is pleased to accept gifts and donations in accordance with this policy. Gifts and donations may be accepted by the Director, the Library Board, or the Executive Director of the Jackson County Library Foundation, provided that they are in accord with the criteria set forth in this policy.

II. TYPES OF GIFTS

The Library may accept the following types of gifts. This list is illustrative and is not intended to represent an exclusive list of appropriate gifts:

- Cash
- Tangible Personal Property, including:
 - Books
 - Artwork

Gifts of the following types of items may also be accepted, provided, however, that donors are encouraged to make these types of gifts through Jackson County Library Foundation, a 501(c)(3) nonprofit organization with Tax ID #: 93-0854620:

- Securities
- Real Estate
- Life Insurance
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Lead Trusts
- Retirement Plan Beneficiary Designations
- Bequests
- Life Insurance Beneficiary Designations

Books and other Physical Materials:

A. The Library has the right to determine suitability for inclusion of gifts and donations of books and other physical materials, and is not obligated to accept or retain any gifts or donations in its collection. Please refer to Policy 5-3, Collection Development, Section V.G., for further details.

B. If a gift or donation is received that, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:

- a. Gifts and donations not added to library collections may be given to the Friends of the Library for their used book sales, proceeds of which are used by the Friends to support the Library.
- b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
- c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Library Director.

Monetary gifts, gifts of securities, endowments, bequests, trusts, insurance, annuities, and retirement benefits.

- A. The Library gratefully accepts monetary gifts, gifts of securities, endowments, bequests, trusts, insurance, annuities, and retirement benefits. All such gifts are encouraged to be made through Jackson County Library Foundation.
- B. Any monetary gift amounting to one hundred dollars (\$100) or more, and gifts of securities, endowments, bequests, trusts, insurance, annuities, and retirement benefits may be transferred to the Jackson County Library Foundation for administrative handling.
- C. Marketable securities may be transferred electronically to an account maintained at a brokerage firm specified by Jackson County Library Foundation.

Art and Other Objects or Collections

- A. Potential gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.
- B. The Library Director may request that a work of art be accompanied by a current appraisal of value, evidence of provenance, and documentation describing the reputation of the artist. An appropriate deed of gift, or a similar document, transferring sole and exclusive ownership of the art work to the Library will be required. The Library Director, in consultation with staff or the Library Board, as appropriate, will determine the placement and/or display of any artwork in and around the environs of the library. A plaque describing the artist and work may be installed at or near the work of art.
- C. The Library reserves the right to sell the artwork if it is deemed inappropriate for retention in the Library's collection.
- D. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearing of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
- E. The Library Director may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.
- F. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purposes.

Real Estate

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Donations of real property are encouraged to be made through the Jackson County Library Foundation.

Prior to acceptance of real estate, the Library shall require an initial environmental review of the property to ensure that the property has no environmental damage or potential liability. In the event the initial inspection reveals a potential problem, the Library shall retain a qualified inspection firm to conduct an environmental audit. Non-residential properties shall require a Phase I audit. The cost of any environmental audits shall generally be an expense of the donor.

When appropriate, a title insurance binder shall be obtained by the Library prior to the acceptance of the real property gift. The cost of this title binder shall generally be at the expense of the donor. Prior to acceptance of real property, the gift shall be reviewed by the Library's legal counsel. Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of the Library?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?