



Donations and Gifts to the Library Policy

PURPOSE: This policy defines the library and staff responsibilities when accepting various donations on behalf of the library or the Friends of the Cadott Community Library (FOCCL).

- I. Circulating Materials
 - a. Examples of circulating materials may include books, DVDs or Blu-Ray films and television series, audiobooks on CD, card games, video games, kit supplies, etc.
 - b. All donated materials must be given to a librarian during regular open hours, or by an appointment. Items donated via the book return without prior notice may be disposed of at Director's discretion.
 - c. Materials donated for addition to the library circulating collection must meet or exceed the criteria outlined in the collection development policy for age, interest, need, etc.
 - d. Acceptable Materials for circulation: Three years or newer, new or like-new condition
 - e. Unaccepted Materials: Materials greater than 15 years old, ripped, stained, or discolored, mildewed, or molding, Reader's Digest condensed books, VHS, cassette tapes, vinyl records, pornographic materials, etc.
 - f. Items that are five (5) years or newer but already in the collection, may be passed along to other MORE libraries for their collections.
 - g. The library director may make exceptions to the above, except for *section e* above, which can be sold on by the FOCCL for fundraising.
 - h. Materials donated to the library that are not suitable for circulation, except in extreme rarity, will not be returned to the donor after they have been left with library staff. Donors should be sure that they want to part with items before donating.
 - i. Due to state law, libraries cannot give a receipt with a monetary amount valued to material donations. They can give an acknowledgement receipt of the items.
- II. Supply and Non-Circulating Materials
 - a. Examples: Craft supplies, board games, children's puzzles, technology, toys, furnishings, etc.

- b. Accepting of this type of donation will vary on need by the library staff and its timely use. Speak with the library director before donating or watch for a request of these materials.
- III. Memorials & Honorariums
 - a. Spending of monetary donations or gifts should be discussed with director for selection of materials. Specifications to area, genre, or topic are welcome.
 - b. Materials purchased with these donations/gifts will be marked with an appropriate label or placard on the inside over, or wherever is most appropriate for the item.
 - c. Materials purchased are subject to the collection development policy in regards to collection weeding. With extreme exception (i.e. damage), materials will circulate a minimum of 3 years.
 - d. The Director has to approve any non-circulating material of donations (such as furniture or décor).
- IV. Other Monetary Donations/Gifts
 - a. Small change/cash donations (>\$99) given to library staff or donation collectors will be referred to the FOCCL.
 - b. Large cash/check donations (>\$100) and gifts can be expected to be spent on collection development, technology, and furnishing needs for the library.
 - c. Donors making monetary gifts exceeding \$1000 may make reasonable requests to its use, contingent on the library board's approval.
 - d. Donations toward the building fund should be marked appropriately, with checks made out to the Village of Cadott.
- V. Friends of the Cadott Community Library (FOCCL)
 - a. The library gives donated materials, per the specifications above, for fundraising. Weeded materials from the collection also are made saleable to benefit the FOCCL.
 - b. Donations from the Friends of the Library are earmarked for specific purposes, as requested of them by the Library Director
 - i. Examples: Collection development, marketing/giveaway items, programming, Care Closet purchases, etc.
 - ii. When possible, the FOCCL will make direct payment on their donated items.
 - iii. Donors can view the Wishlist for needed materials for the library and Care Closet on the FOCCL's webpage.

(Policy Accepted: April 2018. Updated: November 2023)