

# Brunswick County Library Gifts and Donation Policy

## General

The Brunswick County Library System gratefully accepts gifts and donations.

All gifts are accepted only with the understanding that the Director/Board of Trustees (BOT) has the right to determine retention, location, and other considerations related to using or disposing of the donated gift. The Director/BOT/Library Manager may choose whether Gifts and Donations go on display. The Director/BOT/Library Manager may sell the item and use the proceeds for any purpose appropriate to the Library's mission.

The Library will not accept a donation if the donor places extensive and/or restrictive conditions on the Brunswick County Library's use of the gift. The Library reserves the right to determine what is added to the Library collection.

## Books

The Library welcomes unrestricted donations of new and used books in good condition and updated or current form. Once donated, the items become the exclusive property of the Library. Books are donated with the understanding that they will be used by the Library Director/BOT according to Library standards and needs. The Library does not collect "rare" books nor does it store private collections.

The Library does not maintain separate named collections. All gift materials are added to the general collection and shelved in the appropriate subject section.

Books donated to the Library that are not added to the Library's collection will be offered to the Friends of the Library to be sold at their Book Sales. The Library will not accept any item that is not an outright gift. This ensures that all donated books are used to their fullest potential and contribute to the Library's mission.

The Brunswick County Library system will accept book donations based in part on the following conditions:

- Books that have been on a best-seller list.
- Books that are new or gently used condition with no missing pages.
- Reference books in which the information is current or updated.

## Art, Artifacts, and Memorabilia

The Director/BOT must approve unrestricted donations of artwork and artifacts. The Library retains the right to accept or reject any work of art for the Library. The Library is not obligated to provide reasoning and/or justification to a prospective donor regarding a rejection. Artwork and artifacts that cannot be properly cared for or secured by the Library within normal operations and procedures will not be accepted. Accepted items will be displayed/used at the sole discretion of the Library. They may be rotated among branches and stored seasonally.

The Library's policy is that artwork must not contain advertising information, including but not limited to corporate agency logos. An exception can be made if the advertising information pertain to the Library/Brunswick County Government.

Library staff will not appraise donated items or assign a value for tax purposes. However, staff can provide a receipt for items (for example, 8 books and 2 DVDs).

A prospective donor must make an appointment with the Library staff to provide photographs and measurements before bringing Art, Artifacts, or Memorabilia to the Library. This will enable the staff to properly assess the items and schedule delivery if accepted.

Donors of Art and Artifacts will receive an acknowledgment of receipt, which will be made to the donor in writing within ten business days of receiving the donation.

## Furniture and Equipment

The Library does not normally accept gifts of used equipment, computers, etc. Any used equipment donations or donations requiring further repair and maintenance expenses must have prior approval from the Brunswick County Board of Commissioners. Donors must make an appointment with the Library before bringing in furniture and equipment donations and provide photographs and dimensions for review. This will help ensure the items fit the Library collection and benefit patrons. The Library is not responsible for the maintenance or replacement of any furniture and/or equipment donations.

## Landscaping, Trees, Shrubs, and Plants

The decision to accept landscape items shall be made by the Library Director/BOT based on space, appropriateness, and consistency with the existing landscape plan. The Library is not responsible for the maintenance or replacement of any landscape donations.

## Money

The Library will accept monetary donations through the County, but the donor cannot specify how their donation is spent. Most donations given to the Library through the County are allocated to the County fund for the Library. If the donor wishes to specify a purpose for their donation or needs a receipt for tax purposes, the donation should be made to the Friends of the Library for their local branch library (all FOLs in Brunswick County are 501(c)3 organizations). The Friends of the Library use all monetary gifts to

benefit the patrons of the local branch they represent. The donor may specify how their donation should be used; for example, a particular type of library material, service, program, activity, furniture, or equipment.

*Reviewed and adopted by the Brunswick County Library Board of Trustees, July 22, 2024.*