

Gift and Donation Policy



Purpose and Mission Alignment

The Baker County Library District (BCLD) welcomes and encourages gifts and donations that support its mission to provide fair access to information, learning, and cultural enrichment for all community members. Donations help enhance library collections, programs, and facilities in alignment with community needs and priorities.

Authority and Administration

All gifts and donations accepted by BCLD become the property of the District. The Library Director, in consultation with the Library Board of Directors, reserves the right to accept or decline any gift, and to determine its use, location, and disposition. The District may sell, exchange, donate, or discard any gift that does not meet library needs or selection criteria. Donors may be required to complete a Statement of Gift Form as a condition for District acceptance of the gift.

1. Donations of Library Materials

The Library welcomes donations of books and other materials provided the following conditions are met:

1. Materials must meet current collection development standards and be in good physical condition.
2. Items that are outdated, abridged, damaged, or in obsolete formats (e.g., VHS, cassette) may not be accepted.
3. Acceptance of a donation does not guarantee addition to the collection.
4. Materials not added to the collection may be donated to the Friends of the Library for sale or otherwise disposed of as surplus property.
5. The Library may assign materials to any branch as needed.
6. The Library will not appraise donations or assign monetary value. Upon request, the Library will acknowledge the number or type of items donated.

2. Monetary Donations

Monetary donations may be made directly to BCLD, to the Friends of the Baker County Library, or to the Baker County Library Foundation. Donations made through affiliated organizations are administered under their own policies and procedures.

Memorial and other donations with an undesignated purpose may be routed to the Baker County Library Foundation for management and application toward general library enhancement.

The Library will issue written acknowledgment for all monetary gifts over \$250.00. Monetary gifts under \$250.00 will be acknowledged in writing if requested by the donor. Donors may request that contributions support a particular collection, program, or service area, but final allocation decisions rest with the Library Director and Board.

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3. Other Gifts (Equipment, Furnishings, Technology, etc.)

Gifts of equipment, furniture, technology, or other non-collection items must be discussed with the Library Director prior to donation. Acceptance will be evaluated based on:

- Relevance to the Library's mission and strategic goals
- Space required for placement or storage
- Cost and feasibility of maintenance or upkeep
- Safety and accessibility considerations

4. Artwork and Public Displays

Because of limited display and storage space, the Library can only accept art donations selectively. Proposed artworks will be reviewed using the following criteria:

1. Connection to Baker County or the region
2. Appropriateness for public display and building design
3. Artistic merit and community relevance
4. Condition and cost to maintain, mount, or insure
5. Safety, accessibility, and alignment with community values

The Library Director will recommend art donations to the Library Board for approval before acceptance.

5. Naming Opportunities

Naming opportunities for library spaces, furnishings, or other tangible assets may be offered as part of fundraising campaigns or in recognition of significant contributions. The Library Board must approve all naming recognitions. Naming is limited to the useful life of the named item or space. The Library Director will coordinate with the Friends or Foundation on naming proposals.

6. Gifts to Staff

Library staff may not accept personal gifts of monetary value, including cash, gift cards, or other compensation, from patrons. Donors wishing to express appreciation are encouraged to make contributions to the Library District, the Friends of the Library, or provide a shared gift (e.g., refreshments or plants) that all staff can enjoy equally.

7. Donor Acknowledgment and Records

The Library will acknowledge all non-cash gifts in writing if requested by the donor. Acknowledgment letters may specify the nature or quantity of the gift but will not assign a monetary value. Records of significant gifts will be maintained for transparency and auditing purposes.

Approved by Library Board: November 13, 2025

Supersedes: Gift Materials and Donations Policy (December 15, 2015)