



SANTA BARBARA PUBLIC LIBRARY SYSTEM

DONATION OF MONEY AND MATERIALS

A gift to the Santa Barbara Public Library is a unique way and enduring way to pay tribute to friends and family, while giving a resource to the community. Gifts help to enhance materials and services the Library can offer.

I. **CASH GIFTS:** Cash gifts generally fall into three (3) categories.

- **For Materials for the Collection:** A gift of cash made specifically for the purpose of buying books and other library materials (e.g., CDs, DVDs, periodicals, etc.) for the collection. Donors may designate the gift for a specific library, or they may designate the gift for general use. Donors may also specify whether they would like adult, teen, or children's materials purchased.
- **Specific Program Support:** This is a gift of cash for specific program support. Donors may designate the gift for a specific library, or they may designate the gift for a specific program purpose (e.g., Summer Reading Program). Donors must specify how they want the funds used.
- **General Support:** This is a gift of cash for general operational support. Donors may designate the gift for a specific library, or system-wide support. The Library Director or designee will determine the best uses of these funds. Donors do not specify how funds will be used.

Recognition and restriction of funds

- Donors of \$100 or more may request that bookplates acknowledging their gifts be affixed to books whose purchase was made possible by their gifts.
- Gifts of over \$1,000 that restrict the Library's use of funds are to be accompanied by a letter to the Library Director requesting the acceptance of funds for restricted use and must be authorized by the Library Director prior to deposit or expenditure.
- While the Library welcomes gifts designating funds for one or more areas in the collection, designating funds for specific titles may not be accommodated.
- All gifts of money will be acknowledged.

II. **NON-CASH GIFTS:** All donations are accepted with the understanding that the items become the sole property of the Library, and the Library has the right to determine the disposition of gift items.

- All donations are irrevocable. The Library shall determine how to best utilize any item in accordance with the Library's standards and practices. No conditions may be imposed on the Library in its acceptance of any gift or donation.
- Due to the large volume of book donations received, the Library cannot acknowledge, track or return unsolicited items received from publishers or individuals.
- Gift materials will be added only if they fall within the guidelines of the Library's Collection Development Policy. The Library applies the same standards of selecting gift materials to be added to its collections as it does when selecting materials for purchase.
- Examples of materials that may not be added to the collection include those that: are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity.
- The Library cannot accept magazine subscriptions purchased by the donor.
- Prior to accepting a large collection of materials, the donor shall provide the Library with sufficient information about the collection so that the Library may identify resources required for cataloging, processing, preservation and archiving of the materials. The Library shall consider these details for the existing collection as well as the details for its continuation, such as selection and addition of materials and continued funding. In many cases a *Deed of Gift* and/or a formal written donation agreement may be signed before the library accepts a large collection.

The Library is not legally permitted to appraise the value of a non-cash gift. Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

Please think of the Santa Barbara Public Library System the next time you need make a special gift or remembrance. Your generosity will be a lasting source of enrichment for all library patrons.

Donations of money may be sent to:

Santa Barbara Public Library
Attention: Library Director
Po Box 1019
Santa Barbara, CA 93102-1019

Adopted by the Library Board on October 12, 2011