

**SANTA BARBARA PUBLIC LIBRARY
LIBRARY BOARD
Central Library
Faulkner West
40 East Anapamu Street
Santa Barbara, CA**

**Thursday September 15, 2011
12:00 p.m.**

SPECIAL MEETING AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

CHANGES TO THE AGENDA

PUBLIC COMMENT

Any member of the public may address the Commission for up to one minute on any subject within the jurisdiction of the Commission that is not scheduled for a public discussion before the Commission.

OLD BUSINESS

1. Library Plaza Project

NEW BUSINESS

2. Gift Policy (Attachment – Action May Be Taken)

The Board will be asked to approve staff recommendation regarding Gift Policy

**3. Library Director's Report
Library Activities for July & August
Personnel Appointments/Staff Vacancies**

ANNOUNCEMENT:

**Next Regular Meeting: Central Library, Faulkner West
Thursday, October 13, 2011 3:00 pm**

ADJOURNMENT

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act, if you need special assistance to gain access to, comment at, or participate in this meeting, please contact the Library Administration Office, at 564-5608. If possible, notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements in most cases. Materials related to an item on this agenda, submitted to the Library Board of Trustees after distribution of the agenda packet, are available for public inspection at the Administration Office of the Central Library, 40 E. Anapamu St., during normal business hours.



SANTA BARBARA PUBLIC LIBRARY

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.
 - a. **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.
 - b. **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.
 - c. **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.
 - d. Donors of \$25 or more may request that bookplates acknowledging their gifts be affixed to books whose purchase was made possible by their gifts.
 - e. 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.
 - f. While the Library welcomes gifts designating funds for one or more areas in the collection, designating funds for specific titles may not be accommodated.
 - g. 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.
 - a. 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.

- b.** Due to the large volume of book donations received, the Library cannot acknowledge, track or return unsolicited items received from publishers or individuals.
- c.** 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.
- d.** 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.
- e.** The Library cannot accept magazine subscriptions purchased by the donor.
- f.** 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.
- g.** 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 the next time you need make a special gift or remembrance. Your generosity will a lasting source of enrichment for all library patrons.