



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,
Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

GIFTS AND DONATIONS POLICY

The library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the library welcomes gifts of cash, securities, library materials, or real property. These gifts help enrich and improve the Library's resources. Coos Bay Public Library Foundation may also work with a donor when appropriate.

ACCEPTANCE OF GIFTS

- I. Any donations or gifts to the library must be consistent with the library's policies, goals, and objectives.
- II. All donations become the sole property of the library. No gifts are accepted unless freely given to the library without restriction to be used as the library sees fit.
- III. The decision as to the acceptance of equipment and other real property shall be made by the Library Director.
- IV. The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture, and signage shall be made by the Library Director.
- V. Gifts of cash, securities, real property, and bequests that support the mission of the library will be handled by the Library Director. The Director will work with the Coos Bay Public Library Board and Coos Bay Public Library Foundation, regarding terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,

Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

DISPOSITION OF GIFTS

- I. Gift items will be integrated into the regular library collections or otherwise handled as any other material belonging to the library.
- II. The library will place a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated money.
- III. The Library retains unconditional ownership of an accepted gift. Once conveyed to the library, no gift will be returned to the donor.
- IV. All gifts may be utilized, sold or disposed of in the best interest of the Library. The library is not obligated to keep donated materials for any length of time.
- V. The library will not appraise items for tax purposes except in certain circumstances.