



Library Mission Statement: *The Petoskey District Library nurtures knowledge, drives discovery, and creates community.*

The Petoskey District Library adheres to the State of Michigan, Gifts and Donations – Act 136 of 1921 and encourages the interest and involvement of citizens and organizations through contributions of books or non-book materials, real or personal property, gifts that will enhance the physical environment of the Library, and bequests, trusts, or other donations of monetary value. It is the policy of the Petoskey District Library to accept gifts based on the following principles:

General Principles

1. Gifts may be accepted on the condition that the Library retains the right to dispose of the gift in the way the staff deems most beneficial to the Library. The wishes of the donor will be followed insofar as they align with the mission of the Library. The library board of trustees reserves the right to make the final decision on the disposition of any gift.
2. The library director will assist patrons in devising a giving plan to direct funds so a planned gift meets the mission of the Library.
3. All donations (money or materials) become the sole property of the Library. The Library may or may not put materials into the collection based on their physical condition and usefulness to Library patrons. The Library is not obligated to keep donated materials for any designated length of time.
4. The library staff will not appraise items, but will provide, on request, a receipt to the donor for the gift.
5. The Library retains documentation of donations that exceed \$1,000 for seven years. Documentation of art donations over \$3,000 will be kept permanently.
6. Prior to disposal of a donated item, where value exceeds \$1,000, the item will be presented for discussion on a library board of trustee meeting agenda.
7. A personal note from the director to the donor shall acknowledge all gifts.

Books or other library materials

1. Books or other library materials purchased by the donor for presentation to the Library will be gratefully accepted, provided they meet the Library's selection policies and procedures. These materials will also follow General Principle 1, as the Library has the right to dispose of the material when beneficial to the Library.
2. Accepted gift items may be integrated into the regular library collection and made available to all library patrons, and otherwise handled as any other material belonging to the Library.
3. Materials that do not meet the Library's selection criteria will be disposed of at the discretion of the library staff. Items not added to the Library's collection may be sold at the Friends of the Library sale.
4. Donations of \$35 or more will be acknowledged with a single commemorative bookplate placed in a purchased item.
 - a. Complete either the online donation form or complete a printed donation form and return to the Library.
 - b. The library staff will select a title and add a book plate to the item.
 - c. The item will have a special tag added to the catalog record for searchability.



- d. All gift items are subject to the same collection and withdrawal standards of the Library.
5. The Petoskey District Library welcomes the donation of gently used materials in good, clean condition with the understanding that the Library may use the items as it sees fit. Items may be added to the collection, given to other libraries or agencies, or offered to the Friends of the Library for their used book store. For large donations of used materials, donors should call in advance to schedule a drop-off. The Library reserves the right to decline donations of certain materials, including but not limited to:
 - a. Condensed books, text books, encyclopedias, or magazines,
 - b. Outdated informational books,
 - c. DVD, Music CDs, VHS and cassette tapes,
 - d. Any material with a musty odor or dusty appearance.
6. Donors who would like a receipt for tax purposes should have an accurate count of hardcover, softcover, and media items donated.

Art donations

1. Authorization to accept art gifts lies with the Board of Trustees. An Art Committee, as defined by the library director, may make recommendations on the acceptance or refusal of such gifts.
2. Circumstances under which a gift may be refused include but are not limited to:
 - a. cost to manage the asset will exceed the benefit of the gift,
 - b. gift is not the appropriate size,
 - c. gift or gift purpose does not meet the mission of the Library.
3. Art gifts are subject to appraisal by an appraiser approved by both the library director and donor and paid for by the donor.
4. All nameplates are to be purchased through the Library.