



OWWL LIBRARY SYSTEM

GIFTS AND DONATIONS POLICY

The OWWL Library System welcomes financial and material donations.

FINANCIAL DONATIONS

All gifts will be used at the Library System's discretion unless the donor requests a special usage agreement that further advances the mission of the Library System. For donations of \$10,000 or less this agreement can be made between the donor and the Executive Director. For gifts of more than \$10,000 the Board of Trustees must approve the agreement.

FINANCIAL DONATIONS FOR DIGITAL COLLECTIONS

The Library System may accept financial gifts for digital collections (i.e., OverDrive/OWWL2Go). Gifts for this purpose will be used at the discretion of the Library System and spent in the best interest of the digital collection as a whole. Donor requests for specific titles may accompany donations with the understanding that not all titles are available to the Library System and the Library System does not have control over the priority checkouts or holds.

MATERIALS DONATIONS

The Library System may accept material donations. The Library System will choose to accept materials based primarily on the condition of the item, the usefulness of the item, and whether the item complements the current holdings in the Library System's collections. The Library System retains full control over all donated materials. Donated items are added to the Library System's collections, given to other institutions, or disposed of in other ways at the sole discretion of the Library System. No agreement will be made to waive this control.

Deliveries and pick-ups of donated materials must be arranged in advance with the Executive Director.

The Library System will acknowledge all donations in writing. For all non-financial gifts, the System will estimate the fair market value based on the condition and age of the item(s). The Finance Director will use these estimates for purposes related to financial statements and accounting.

Amended: April 13, 2022; May 12, 2021

Reviewed: September 9, 2020

Adopted: May 13, 2015