

LIBRARY GIFTS & DONATIONS

POLICY:	LIBRARY GIFTS & DONATIONS	CUSTODIAN:	Academic Dean
NUMBER:	610.03		
APV'D DATE:	7/9/2019		
EFFECTIVE DATE:	7/9/2019	REVIEW DATE:	April 2019
REFERENCES:			

Part 1. Policy Background and Purpose.

The White Earth Tribal and Community College (WETCC) Library welcomes donations and gifts from individuals, businesses, corporations, foundations, and other community organizations. Gifts and donations are accepted following the guidelines laid out in this Policy.

Gifts and donations of library materials are reviewed using the same criteria as library purchases.

Part 2. Definitions.

Donation: a charitable contribution of money

 Restricted – Donations earmarked for a specific purchase or project

 Unrestricted – General cash donations without restrictions

Gift: a charitable contribution of goods or services

Part 3. Responsibility.

Donor is responsible to determine the tax implications of any gift or donation.

Librarian is responsible to evaluate and process gifts of library items, and to select library items for purchase with monetary donations.

Finance Supervisor is responsible to process and account for monetary gifts, and to issue receipt for any over \$250.

President is responsible to authorize any gift of art for display and to determine its placement, and to authorize and acknowledge any donation or gift over \$250.

Part 4. Policy

Any donations or gifts accepted by the Library will be viewed as an addition to, not a reduction of, the Library's operating budget and will be accepted/used in accordance with WETCC's mission and related policies.

Donations of library materials, including memorials, or those made in honor of a friend or family member, for a specific program or event, etc. may be made directly to the WETCC Library.

All other donations may be made to the college (WETCC).

Subpart A. TYPES OF DONATIONS

Cash

All restricted and unrestricted currency donations (cash or checks) will be accepted by WETCC.

Library Materials

The WETCC Library accepts donations of new or gently used books, audio books on CD, DVDs, magazines, and music CDs. The Library DOES NOT accept cassette tapes, VHS, or other obsolete audio/visual formats.

Donated materials will be evaluated for addition to the library's collection and must meet library collection standards. Donations added to the collection must be items the library would purchase, have current significance, or permanent value, and be in good physical condition.

If an item is not added to the library's collection it will be offered for resale during a book sale or campus fundraiser. Unsold items may be recycled or discarded.

Donations of library materials may not be made in lieu of payment for lost materials or to pay outstanding fees/fines.

Materials donated to the Library will not be accepted on a conditional basis and items not added to the collection will not be returned to the donor. Also, arrangements for the delivery of significant materials donations (more than one box) should be made in advance.

Equipment

Donations of computers, printers, equipment, and software are generally not accepted because it is in the best interest of the College to standardize its computer equipment, and to adhere to software licensing agreements. Those wishing to donate equipment should contact the WETCC President.

Art and Jewelry

Donations of jewelry and artwork may be accepted, but must be unconditional, transferring ownership and all the rights of ownership to WETCC. Donations are accepted only with the understanding that WETCC has the right to determine retention and other considerations relating to the use or disposition of the gift.

If a piece of art is donated for display, the WETCC President will approve acceptance of the piece and will determine its placement. WETCC may still sell the item for value and use the proceeds for any purpose appropriate to the College's vision. The Library may also transfer ownership to any other agency it deems appropriate.

In-kind Gifts

WETCC may accept in-kind donations such as merchandise coupons, complimentary admissions in support of College programs, building/maintenance products/services, or free or reduced-fee consulting services. In-kind donations will be acknowledged in the College's promotional materials. In-kind donors will be provided with written acknowledgment of the donation, but it is the donor's responsibility to determine the monetary value of the in-kind gift.

Other

Gifts in addition to the pre-established list may be accepted subject to WETCC President and/or Council of Trustees (COT) approval. Such gifts should provide for complete funding of costs related to displaying and/or installing the gift.

Subpart B. DISCLAIMERS

- WETCC reserves the right to accept or refuse all gifts.
- WETCC accepts gifts with the understanding that no restrictions will be applied to the gift, except such restrictions jointly agreed upon.
- Once an item is accepted by WETCC, the item becomes the sole property of the College and may be handled in any way the College deems appropriate.
- WETCC reserves the right at any time to dispose of any gift without notification to the donor, if in the judgment of the staff, such item no longer serves the purposes of the College.
- Gifts/Donations are tax-deductible to the extent provided by law. WETCC Staff cannot place a value on donated items, but upon request will provide a donation slip at time of intake of items over \$500. **IT IS THE RESPONSIBILITY OF THE DONOR TO DETERMINE THE TAX IMPLICATIONS OF ANY DONATION.**
- Donor, sponsor and/or partner names are public information unless the donor requests anonymity.
- WETCC will follow generally accepted accounting principles (GAAP) relating to the accounting and crediting of all contributions.
- Acknowledgement of a donation may take any or none of the following forms at the discretion of the College and/or the donor.
 - A special program or media campaign to announce the donation

- Library bookplate(s) with the donor's name (format permitting)
- Acknowledgement in a College promotional publication, e-newsletter, display, advertisement, social media, or on the WETCC web page
- Announcement at a WETCC program