

GIFTS POLICY

Roseburg Public Library welcomes gifts that help to further its mission.

All moneys received for the library shall be paid into the Library Special Fund (270) and accounted for separately from other moneys to the City. Donations are tax deductible, and a receipt will be provided to each donor.

All property given, granted, conveyed, donated, devised, or bequeathed to or otherwise acquired by the City for library purposes shall vest in and be held in the name of the City of Roseburg, and any conveyance, grant, donation, devise, bequest, or gift made to or in the name of the public library shall be deemed to have been made directly to the City.

MATERIALS GIFTS

Gifts of materials will be directed to the Friends of the Library.

MONETARY GIFTS

The library welcomes gifts of cash for the direct purchase of library materials.

Substantial cash offerings, securities, and bequests will be handled by the Library Director, who will work out terms of acceptance compatible with library policies, the donor's intent, and collection needs.

Cash gifts are used only for the purchase of library materials or to support patron service activities, never for such things as staff salaries, building operations, etc. All purchases using cash gifts are at the discretion of the Library Director.

REAL ESTATE OR OTHER PERSONAL PROPERTY

The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the City Manager, who will determine the suitability of the gift and work out terms of acceptance compatible with library policies, the donor's intent, and collection needs.

RECOGNITION

The names of the donor(s) and the individual(s) or organization(s) recognized by the gift will be listed on a bookplate and affixed to the material if so desired. A gift form will be filed with the Library Director, and an appropriate recognition note will be sent to the donor and family members listed on this form.