

**Geauga County Public Library
Operating Policy Manual**

SECTION: ACCEPTANCE OF GIFTS AND DONATIONS
NUMBER: 350
EFFECTIVE DATE: May 20, 2025

Gifts to the library are encouraged and welcomed.

The library welcomes citizens and organizations to support its service programs through contributions of book or non-book materials for library collections, contributions of appropriate gifts that will enhance the library's physical environment, and bequests, trusts, or donations of monetary or other assets for library purposes. Materials and equipment given to, and accepted by, the library shall become the sole property of the library to be managed as the Director or his or her designee deems appropriate. The library is unable to furnish appraisals of donated items, and reserves the right to refuse any donation.

The library may accept gifts of miscellaneous books or other materials with the understanding that items not added to the library's collection will be disposed of at the discretion of the library. The library may then use any proceeds derived from such disposal for library improvement or staff development.

Patrons or organizations who wish to donate gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the Director who, in consultation with the appropriate committee of the board, will determine whether or how to accept such gift.

If a patron or organization wishes to donate funds for specific purposes, the amount and nature of the expenditure must be approved by the board before the gift is accepted; items so purchased become the property of the library and may be disposed of accordingly.

If a patron or organization wishes to donate funds for specific library programs, the program suggestion will be evaluated with the same criteria used to determine staff-led programs (Operating Policy 560). Attribution of a donation to specific programs will be provided to the library Board of Trustees, but will not be publicized in library publications such as newsletters or social media. If requested by the donor, the library may choose to publicly acknowledge a donation toward programming using a general description (i.e., Thanks to the Smith family for their generous donation to provide library programming.)

The Board of Trustees must approve acceptance of all gifts. The board may refuse any gift if it determines that the gift is not appropriate for the library.

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