

Gift Acceptance Policy

Policy Statement:

The Johnson County Public Library (“JCPL” or “the Library”) Board of Trustees encourages gifts to the Library consistent with the Library's mission and policies. Donations are not intended to replace regularly budgeted Library expenditures; however, private resources can extend and enrich Library services.

Donations can also be made directly to the Johnson County Public Library Foundation, Inc. (“JCPL Foundation”, or “the Foundation”), a 501(c)(3) nonprofit organization. The Friends of Johnson County Public Library (“Friends”) are a part of the JCPL Foundation. The Foundation and Friends exist to handle monetary gifts, gifts of materials, bequests, endowments, and other gifts of an enduring nature to support the Library’s vital role in the community. Additional information about the Foundation and Friends is available on their website: www.jcplf.org/about, including the Foundation’s separate Donation and Gift Acceptance Policy.

Types of Gifts

1. **Books and other Collection Materials.** The Library accepts donation of materials on behalf of the JCPL Foundation and Friends. Only outright gifts in usable condition are accepted. Materials are considered for addition to the Library’s collection as prescribed in the [Resource Access Policy](#). [Types of materials](#) accepted are outlined by the Friends. Materials not added to the Library’s collection are typically included in book sales by the Friends to benefit the Library.
2. **Unrestricted gifts of money** are gratefully accepted by the Library to be used at its discretion. Unrestricted funds allow the Library to address its most pressing needs. The Library Director will consult with the Library Board of Trustees on the use of gifts greater than \$5,000.
3. **Art Donations.** The Johnson County Public Library does not accept unsolicited donations of art for display at the Library. Any unsolicited art donated to the Library will be accepted on behalf of the JCPL Foundation and will be included in book sales or sold to benefit the Library.
4. **Gifts-in-kind** (i.e., furnishings, equipment, etc.) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the Library Board of Trustees, in consultation with the Library Director.

Acceptance of Gifts and Grants

1. Once a gift is accepted by the Library, it becomes the property of the Library, and may be disposed of accordingly. The gift will not be returned to the donor.
2. All grants are approved by the Library Director. Grants are approved based on their ability to assist the Library in the pursuit of its mission.
3. Those wishing to honor or memorialize a person or occasion through a gift may do so through the JCPL Foundation.
4. The Library reserves the right to refuse any gift.

Donor Responsibilities

1. The Library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the Library are tax-deductible to the extent allowed-by law. Donors should consult their tax adviser. If the donor would like a record or receipt, they should ask for a Library donation receipt, or the acknowledgment letter.

Acknowledgment and Recognition of Gifts

1. JCPL prefers that all gifts be made to the Johnson County Public Library Foundation, however, if a donor wishes to make a gift directly to the Library, they may do so. All gifts will be acknowledged in writing. Donors should provide current address information for a donor acknowledgment.
2. Gifts of materials (such as books, DVDs, etc.) are generally acknowledged only through the Library donation receipt, which must be requested by the donor and filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the Library or JCPL Foundation will be acknowledged by letter from the Library Director (or the director's designee). Gifts of consequence also will be acknowledged by a letter from the JCPL Foundation Board President and/or the President of the Board of Trustees. Acknowledgments may be sent to individuals whom donors wish to notify of the gift (memorials, honorees).

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Adopted	JCPL Board	05-17-2022