



Gifts and Donations Policy

In order to encourage private support for the Kent Public Library while ensuring that all gifts, donations, endowments, or bequests are appropriate to its mission, the Board of Trustees of the Kent Public Library has adopted these guidelines:

All gifts, donations, endowments, or bequests must be accepted by the Board of Trustees or the Library Director. Monetary gifts over \$5,000, endowments, or bequests must be accepted by the Board of Trustees. The Library Director is authorized to accept all monetary gifts under \$5,000, books, periodicals, audiovisual materials, art work or other materials. The Library will only accept clean, mold free, smoke free, and odor free books, paperbacks, and children's books. DVD's, CD's, and audio books will also be accepted. Magazines, textbooks, encyclopedias or condensed books will not be accepted.

All unrestricted gifts, donations, endowments, or bequests whether donations of monies, books, periodicals, audio-visual materials, art work or other materials will be utilized at the discretion of the Board, including addition to the collection, withdrawal from the collection, sale or disposal. Gift materials will be judged by the same materials selection standards that apply to purchased materials.

All donor restrictions on gifts, donations, endowments, or bequests whether monies, books, periodicals, audio-visual materials, art work, or other materials must be submitted in writing and approved by the Board or the Library Director before the gift can be accepted and used for its specified purpose.

The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.

Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community.

Approved by the Kent Library board on January 20, 2009

Review Cycle: 4 years

Review History: Revised and approved, July 20, 2010. Reviewed July 16, 2013. June 20, 2017