

XVI. DONATIONS AND GIFTS

A. Donations of Materials:

1. Donations of high quality books, magazines and other library materials are encouraged.
2. The Library accepts donated materials with the understanding that these materials will not necessarily be added to the library collection.
3. Donated materials are evaluated at headquarters to determine whether they will be added to the library collection, sold at the Friends of the Library book sale, used in some other manner, or discarded.
4. All materials are evaluated following the library's collection development policies.
5. The library cannot appraise donated material, but can give a receipt that describes the quantity of the donation.
6. Donated materials are made available for use throughout the library system.

B. Donations of Personal Property:

1. Personal property, art objects, portraits, antiques and other museum objects are accepted at the discretion of the Director and/or the Board. Artwork becomes the property of the library district and is subject to existing policies should disposition of the property become necessary. Once accepted, the donor releases all rights of ownership for the item(s).

C. Naming Library Buildings and Facilities:

1. All branches of Whitman County Library are named and identified by location, as this is most effective in helping library users identify where library services are available and which library is most convenient for their use. All signage, provided by the library district, will reflect the location names and Whitman County Library branding.
 - i. For facilities not owned by the library district, the naming or dedication of a building is left to the discretion of the building's owner, which is generally a town or city entity. The district is not responsible for signage or usage of building names.
2. Persons or groups who have made a significant financial or other contribution to the development of library services may be honored by applying their name to a portion of a facility, e.g., a community room, reading alcove or materials collection. Because the library encourages donations from the private sector, this policy allows for permanent recognition of such donations when they are deemed significant.
 - i. All names changes to portions of a facility, or any buildings owned by the district, must be approved by the library director and the Board of Trustees.
3. Furniture, equipment, and materials can be purchased by the library in honor of financial donations, memorials, or in-kind library contributions with honorees being recognized with a plaque or special signage. These honors or special designations may only last for the lifetime of the item and the library is not responsible for maintaining it beyond this time period.

4. Artwork may be donated to the library and accepted at the discretion of the library director and/or the branch coordinator for branch locations. Gift plates or plaques can be utilized to recognize the donor. Artwork becomes the property of the library district and is subject to existing policies should disposition of the property become necessary.

D. Monetary Gifts:

1. The library shall accept gifts, bequests, and memorials. Donors will be encouraged to give to the Whitman County Library, Whitman County Library Foundation, or Friends of the Whitman County Library.
2. The library will accept cash gifts for the purchase of materials or periodical subscriptions. These donations must meet the library's collection development policies.
3. Library employees shall not accept personal gifts valued at \$50 or more, that result from their employment with Whitman County Library, as outlined in RCW 42.52.150.