**NEVADA PUBLIC LIBRARY GIFT POLICY**

The Nevada Public Library welcomes gifts of money, equipment, works of art, documents, photographs, or property of any kind that promotes the mission of the Library. The Library reserves the right to refuse any gift that the Nevada Library Board of Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

The Library Board of Trustees will review and approve purchases, acceptance, and disposition of existing and future gifts to the Nevada Public Library as recommended by the Gift Committee and/or Director. This policy does not apply to items, such as books, that are given for the circulating collection of the library. Those items fall under MATERIALS SELECTION AND RECONSIDERATION POLICY.

**GIFT GUIDELINES**

* **ACQUISITION:** Items may be added to the library by means of gifts, bequests, purchases, or exchange, or any other transactions by which title to the object passes to the Nevada Public Library. Gifts should be complete. The acceptance of gifts designated for public display on Library property shall be considered with attention to the ongoing cost of display, maintenance, and security, as well as suitability, including location. All conditions pertaining to the donation must be clearly stated at that time. No guarantee is made that any gift will be permanently displayed or kept by the Library. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
  + Monetary gifts: The Library welcomes gifts of cash or stock. Monetary gifts will be accepted for the purchase of library materials, appropriate investment, facility improvements or equipment, or to provide services in keeping with the library's mission. Monetary gifts without restriction are added to the Library’s Trust and Agency Fund to be used at the Library's discretion.
    - Memorial gifts: The Library welcomes monetary gifts for purchase of materials for the collections given in recognition or memory of individuals or organizations. Whenever possible, the Library staff will choose items that accommodate the donor’s subject or title preferences, if they meet the criteria outlined in the Material Selection Policy. If the donor wishes, a bookplate may be affixed to such material with wording determined by the donor in consultation with Library staff.
    - Real estate or other personal property: The Library may accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Library Trustees, will determine the suitability of the gift and the terms of acceptance compatible with the Library’s mission and policies, the donor’s intent, and applicable laws.
    - Collections: Gift collections will be accepted only by the Director in consultation with the gift committee which will make recommendations to the Board of Library Trustees and with the understanding that the collection may be sold, traded, given away or discarded at the discretion of the Library Director and/or Trustees.
    - Art and decorative objects: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor’s full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library’s limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and gift committee and/or Board of Library Trustees. No gifts posing a danger or threat to patrons will be accepted (e.g., metal sculpture with sharp, moving parts).
* **CARE:** The Nevada Public Library must be able to provide proper care, including conservation, maintenance, and storage, for all gifts. The decision to accept tangible gifts shall be based, in part, on impact on staff time, expense and frequency of maintenance. No gifts that require extensive, regular special care or conservation will be accepted.
* **PROFESSIONAL CONSULTATION:** Outside counseling and expertise will be sought if necessary in considering gifts to be added to the Library.
* **OWNERSHIP:** All gifts acquired by the Nevada Public Library shall become the sole property of the Nevada Public Library. No restrictions on the Library’s ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees.
* **TAX DEDUCTIONS:** Donors will be allowed tax deductions on approved gifts or bequests to the extent provided by tax laws. Donors are responsible for the accurate appraisal of their gifts or items, other than monetary, for the purpose of tax reporting. The Nevada Public Library will not provide formal appraisals on donated items.
* **RECOGNITION:** Immediately upon receipt of a qualifying gift by the Nevada Public Library, the gift will be listed in a Registration Book. The gift will be photographed for purposes of record and identification. Gifts of $100 or more will be recognized in the registration book. Gifts of $1000 or more will be recognized once on a benefactor recognition board or given similar recognition at the discretion of the Library Director and/or Board of Trustees.
* **DONOR PLAQUES:** Plaques or similar labeling devices will not be affixed on or near the gift. Donor and other pertinent information will be recorded in a Registration Book.
* **RECORD KEEPING:** The Nevada Public Library is responsible for maintaining all records of a gift to include: a copy of the Deed of Gift, registration, and condition reports.
* **ACKNOWLEDGEMENT:** The Nevada Public Library will acknowledge gifts and bequests.

**August 19, 2019**

**DEED OF GIFT FOR NEVADA PUBLIC LIBRARY**

Gifts are accepted by the Nevada Public Library to broaden the resources of the Library for the citizens of Nevada. Terms of this agreement are to insure the broadest and most effective fulfillment of the goal:

* **OWNERSHIP:** Gifts must be legally owned by the donor and free of liens or claims.
* **TRANSFER OF OWNERSHIP:** Gifts become the property of the Nevada Public Library.
* **DISPOSITION:** Disposition of gifts is at the discretion of the Nevada Public Library in accordance with city and state policies.
* **APPRAISAL:** All appraisals of value will be the responsibility of the Donor.

By these presents (I) (we) hereby irrevocably and unconditionally transfer to the Nevada Public Library by way of gift effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all (my) (our) right, title, and interest in and to the following object/s which (I) (we) own:

This agreement is made and accepted subject to the foregoing terms and those hereinafter stated, which are hereby made a part of this memorandum of agreement. No goods or services have been provided in return for this donation.

Signed this \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_.

Donor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Donor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, Board of Trustees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Nevada Public Library \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_