

Policy Name: Gifts and Donations Policy #24.0
Adoption Date: May 18, 2022
Supersedes: Gifts Donations Policy #24.0

BACKGROUND

Tacoma Public Library (TPL) encourages the interest and investment of Puget Sound community members and organizations through contributions that help enrich and improve the Library's resources. TPL reserves the right to accept or decline donations, and to determine the disposition of all items that are accepted. Donors can, however, donate monetary gifts to specific Library programs or services. Acceptance of donated materials does not guarantee permanent access or retention. TPL will not accept gifts or donations that would be considered a conflict of interest or that are contradictory to TPL policies, practices, mission/vision, values, or its strategic plan. This policy does not encompass all possible donations. Donations not mentioned in this policy will be considered at the discretion of the Library Director.

POLICY INTENT

MATERIAL DONATIONS

Gifts of books and other materials are accepted with the understanding that materials may be resold to fund TPL's Summer Reading Program or other Library activities. Donations that are not desirable or considered in good condition (clean & readable), will be repurposed or discarded. Materials of historical value will be evaluated as a donation under the archival section of this policy.

MONETARY DONATIONS

TPL welcomes gifts and/or donations of money, including bequests made through a will or a trust, to supplement and enhance its collections, to support operations or programs, enhance facilities, or provide general support. Donations other than books will be used at the discretion of the Library unless the donor is specific about how the gift or donation should be used. Donors may indicate how they would like the money or items to be used by TPL. Donors will receive a receipt at the location or by mail (if contact information for the donor is available); items valued at \$100 and above will be referred to the finance office for acknowledgment by the Board of Trustees.

ART OBJECTS/ARTIFACTS

TPL welcomes gifts/donations of art and artifacts of local interest to the community that are in good condition. Use of artwork, such as location and length of display, shall be determined by TPL.

ARCHIVAL MATERIALS

The Northwest Room and Community Archives Center preserve and provide access to physical and digital materials related to the history, people, places, and built environment of Tacoma, Washington, and the South Sound region. We welcome donations of information-rich resources that enhance the research value and expand the diversity of our local history collections. Determinations about what materials will be accepted are made on a case-by-case basis and will vary based on a number of

factors including context, condition, and anticipated research value for our users. All donations require completion of a Deed of Gift or Transfer Agreement. Acceptance of a donation for the Northwest Room or Community Archives Center does not guarantee permanent retention or access.

SOLICITATION OF GIFTS/DONATIONS

With the permission of their manager, TPL employees may solicit businesses, clubs, non-profit agencies, and other entities for gifts and/or donations in support of the library or library programs. TPL managers are responsible for ensuring that employees only solicit gifts from business, clubs, non-profit agencies, and other entities whose values align with TPL policies, practices, mission/vision, values, or strategic plan.

STRATEGIC PLAN ALIGNMENT

This policy supports the following library strategic priorities:

Cultivate and Engage Community

Libraries are integral education centers for the community. Donations allow the community to actively engage with their local libraries by demonstrating areas of interest within the community, providing access to materials that may not be accessible in the community otherwise, and offering a wide array of content.

Responsible and Resilient

By accepting donations, the Library remains an important part of the literacy eco-system and ensures the continued use of materials.

Equity and Access We are committed to racial equity and social justice. It guides our work in serving Tacoma’s diverse communities, especially the most vulnerable and underserved.	X	Cultivate and Engage Community We will be the center for connecting people, ideas, and places.
Learning, Creativity, and Innovation We will be the place for learning, discovery, and innovation.	X	Responsible and Resilient We will be an integral partner in a sustainable network that supports a thriving Tacoma.
Investment in Youth We believe that youth are the future and will prioritize services, programs, and partnerships that nurture and develop young minds.		

RELATED DOCUMENTS & LINKS

[Tacoma Public Library Donation Guidelines Webpage](#)

POLICY HISTORY

Action	Date	Notes
Revision	April 7, 2022	Revision by Policy Analyst, NW Librarian, and Finance Manager
COT Legal Review Approval	May 12, 2022	Legal reviewed and have no legal concerns over the content
Board Approval	May 18, 2022	Board adopts revised version of policy