

Aloha Community Library Association (ACLA) Donations Policy **December 21st, 2011**

Donations of Goods

The ACLA's collections, furnishings, and equipment consist of both purchased and donated items. The ACLA considers donations for the collection, such as books and audiovisual materials, as well as other items, such as equipment and furniture. The ACLA will endeavor to accept gifts so long as the gift is consistent with the ACLA's designated needs. ACLA donors may include individuals, businesses, civic organizations, or foundations. Tax benefits may accrue to donors, but it is the responsibility of the donor to ascertain the value of donated goods.

The ACLA reserves the right to accept or to decline acceptance of any gift. Once a donation is accepted, it becomes the sole property of the Aloha Community Library Association (ACLA). The ACLA reserves the right to decide upon the disposition of all gifts received.

Books and audiovisual materials that the ACLA does not add to the collection may be sold, donated, recycled or otherwise properly disposed of to benefit the Aloha Community Library Association.

Donations to the ACLA's collections are screened for acceptance using the same selection principles that are used to evaluate materials for purchase. Similarly, donated items are withdrawn using the same criteria that are applied to purchase materials. Materials that are not normally accepted donations include newspapers, magazines, Reader's Digest abridged books, and textbooks.

Financial Gifts

Monetary contributions to the ACLA are appreciated and welcomed. Sometimes the ACLA receives monies that the donor wants earmarked for the purchase of specific materials, supplies, equipment, or furnishings, according to the ACLA's needs. At other times, donors may ask the ACLA to select the appropriate items.

There are several ways that individuals, businesses, civic groups, or foundations may contribute funds to benefit the ACLA.

- **Unrestricted Contributions**

The ACLA may receive contributions with the instructions to use the funds for whatever purpose the ACLA deems is most useful. In those cases, the monies will be used either for ACLA collections or to purchase furniture, equipment, or other items. Unrestricted contributions may come from individuals, as part of an estate, or from organizations.

- Memorial Donations and Other Gifts

Sometimes the ACLA receives monies that the donor wants earmarked for the purchase of specific materials, supplies, equipment, or furnishings, according to the ACLA's needs. At other times, donors may ask the ACLA to select the appropriate items. The ACLA's memorial programs allows for individuals to contribute funds in memory, for example, of a family member who has passed away. The pet memorial program receives funds to purchase materials for the ACLA's collection in memory of beloved pets. Finally, individuals may name the ACLA as a beneficiary in their wills. The will might stipulate that the funds (or interest from part of the estate) be used to purchase particular items or materials in certain subject areas. In all cases, materials purchased with donated funds will be selected in accordance with the ACLA's collection development policy. Furnishings and equipment will be purchased in accordance with the ACLA's needs.

- Fundraising Campaigns

The ACLA may initiate various fundraising campaigns. Members of the public and businesses may donate monies to the ACLA in response to these promotions.

Once a financial gift is used to purchase materials, furniture, equipment, etc., the items become the sole property of the Aloha Community Library Association. The ACLA reserves the right to decide upon the disposition of all property.

All financial donations will be acknowledged in writing. If the gift is used to purchase books, a bookplate is placed inside each book with the donor's name, unless that person wishes to remain anonymous. Furniture purchased with donated funds has a plaque placed on the item with the name of the individual or corporate donor unless anonymity is desired. Donors who make cash contributions will be given receipts upon request.