

## Gifts Procedure

Santa Cruz Public Libraries (the Library) welcomes gifts of money (including cash, securities, annuities, bequests, and trusts); materials (see *Collection Development Policy*); real, intellectual, or personal property; works of art for public display; and gifts in kind.

Gifts will be received by the Friends of the Santa Cruz Public Libraries (the Friends), a 501(c)(3) nonprofit organization whose purpose is to support the Library's strategic objectives, programs, and services through fundraising and advocacy. If a donor feels strongly that a gift must go directly to the Library, it will be accepted.

Donors wishing to attach conditions to gifts are encouraged to first consult with the Friends, who will confer with the Director of Libraries. The Director reserves the right to determine whether to accept gifts with special conditions. If a gift condition is related to naming, please see the Library Naming Policy.

Contracts are required when conditional gifts are given. Contracts associated with conditional gifts will be managed by the Friends and signed by the Director of Libraries.

### Gifts of Monies for Books and Materials

Gifts of books and materials may be given directly to the Friends. Selection and purchase decisions for books and other materials are made by Library staff to meet system-wide guidelines for programming and collection needs (as defined in the *Collection Development Policy*). The Library applies the same standards of materials selection to gifts as it does when selecting materials for purchase.

### Gifts of Other Financial Donations and Property (Real or Personal)

Donors anticipating a major bequest may wish to consult with legal counsel in formulating terms. Financial donations are to be made to the Friends, preferably with the specification of unrestricted use by the Library.

Donors wishing to specify the Library as the beneficiary or residual legatee of a trust, or of all or portions of their estate including real or personal property, may wish to consult with legal counsel before transfer of ownership.

### Gifts of Works of Art for Public Display

While the Library does not acquire or collect works of art, the JPAB believes that the display of art contributes to the cultural enrichment of the Library environment. For this reason, the Library may

accept donations of works of art for display purposes with the proviso that permanent storage, maintenance, or preservation of any item is not possible. The Library will not be responsible for insuring works of art.

The Director of Libraries will develop an Art Committee consisting of herself, three members of Library staff, and three members of the Friends. The committee will make decisions regarding the appropriateness of accepting gifts of works of art for public display.

Works of art for public display will be accepted on the basis of artistic merit and artistic expression, representation of the diverse populations and habitats of the community, compatibility with the architectural style of the Library building, and availability of suitable display locations.

Donors wishing to give works of art to the Library are asked to provide a letter to the Friends describing the proposed gift, naming the Branch proposed to display the art, and suggesting where the art might be displayed.

The Director of Libraries, in consultation with the Art Committee, reserves the right to deaccession any work of art. In preparing for and completing a deaccession, the Library will define and internally state the purpose of the specific process, in order to avoid any procedure which may detract from the organization's reputation for transparent and ethical conduct.

Surplus and deaccessioned art will be given to the Friends for disposition in compliance with the Library Gifts Policy.

Related Documents: *Library Gifts Policy / Works of Art Gift Agreement*