Donations Policy
Approved by Library Board March 19, 2015
Revised and adopted January 23, 2020

Overview
The purpose of this policy is to specify the type of donations that the Library will accept and how the Library will handle these donations.

The North Richland Hills Library gratefully accepts donations and gifts of any kind that support and further the mission, goals, and objectives of the Library, as established by the Board of Library Trustees of the North Richland Hills Library.

An acknowledgement of receipt of a donation or gift will be made to the donor in writing within ten business days of receiving the gift. Acknowledgement letters are not written for donations of used materials. Recognition of a donation is made as outlined below, according the nature of the gift.

General Guidelines
The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. The Library will work with the donor to reach an agreement on the disposition of the gift. However, the Library will not accept a gift if the donor's wishes cannot be carried out successfully by the Library for any reason or do not fall within the mission, goals, and objectives of the Library.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

The Library cannot and does not appraise gifts or donations of any sort. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal. Such appraisals will be made at the donor's expense. The Library cannot certify the value of gifts, but can formally acknowledge receipt of any accepted gifts.

Monetary Gifts
The Library accepts gifts of money, in any amounts. The donor may indicate how they wishes the money to be spent by the Library such as for a specific library collection, program, or department.

Gifts of Books and Other Library Materials
The Library accepts gifts of library materials in good condition. This includes books, CDs, and DVDs. In most cases, donations are offered to the Friends of the North Richland Hills Library for their annual Book Sale. Money raised by the Friends from their Book Sale is used to benefit the Library and its programs.

Acknowledgement letters are not written for donations of used materials. At the request of the donor, the Library will supply a Books and Materials Acknowledgement form signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation.

Memorial and Honorarium Donations
Gifts are accepted in honor or in memoriam of a person or event. Acknowledgement of such a gift will be made to the donor and to up to three other persons or entities in writing within 10 business days of

receiving the donation.

Gift plates are customarily placed in or on new items purchased by the Library with monetary donations. Gift plates to recognize the donor are not placed in or on used items donated and added to the Library collections.

Gifts of Furniture and Equipment
The Library accepts gifts of furniture and equipment that supports and furthers the mission, goals, and objectives of the Library. The Library retains the prerogative to accept or reject any gift of furniture and/or equipment for the Library.

The placement and use of furniture and equipment is the sole prerogative of the Library. The wishes of the donor regarding the location of the furniture and equipment will be taken into account.

The Library will not accept furniture or equipment that:
·   Cannot be properly cared for, stored or secured by the Library within normal operations and procedures of the Library
·   Are damaged, broken or in poor condition
·   Are not in support of the Library's mission, goals, and objectives
·   Are not in support of the Library's ability to meet community needs

Donation of any other types of gifts will be considered by the Library on a case-by-case basis.