



PLANNED GIVING POLICY

The North Lake County Public Library District (NLCPLD) Board of Trustees welcomes and has the “power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.” MCA 22-1-309

The Library Board requires that all such gifts, grants, donations, devises, or bequests to the NLCPLD be accepted on its behalf by the Library Director. Restricted monetary gifts will be placed in the appropriate fund and used for their intended purpose. It is recommended that large monetary gifts be presented to the North Lake County Library Foundation.

Monetary gifts are always appreciated, and if not restricted, will be appropriately used for the benefit of the Library and its patrons. Bequests of real or personal property are also appreciated, however they may not always be appropriate for the library district. Gifts of non-library materials such as furniture, equipment, and artwork will be considered on an individual basis by the NLCPLD Board of Trustees. Donors may be referred to a more appropriate recipient. Gifts of library materials are addressed in the Information Resources Management Policy (Sec. B-7); see attached. Upon request, the Library will provide the donor a receipt, however will not appraise the value of the donated items. NLCPLD reserves the right to the final decisions regarding all donated materials.

Signed by:

Allen Bone, Board Chair

Abbi Dooley, Library Director

INFORMATION RESOURCES MANAGEMENT POLICY

author or the political, moral or religious views expressed therein. The library does not promote particular beliefs or views, but instead provides free access to all ideas for each individual to explore. To give balance to the collection, the library is obligated to make all sides of a controversial question available, as far as possible. Indicating a material's point of view or bias by labeling it, or shelving it in a special area, is considered an unwarranted assumption on the part of the library. Cataloging and classification should in no way reflect a value judgment of the material.

The purpose of the selection process is to obtain the best possible materials to provide for the informational, educational, and recreational needs of the community.

Selection criteria for all materials may include the following (not all criteria listed need apply to every item selected):

- Reputation and credibility of author
- Authoritativeness and literary merit
- Awareness of needed subject area and scarcity of material on subject
- Appearance of title in special bibliographies or indexes
- Timeliness or permanence of material
- Clear presentation and accurate information
- Availability of material in other libraries
- Price and format
- Reputation and standing of publisher
- Popularity and patron demand
- Reader reviews

Among the selection aids used are (see Appendix I for list):

- Book reviews in professionally recognized periodicals and journals
- Standard bibliographies and booklists by recognized authorities such as library associations and professional library journal publications.
- Advice of competent people in specific subject areas
- Advice of staff and library patrons

7. GIFT POLICY

The North Lake County Public Library Board of Trustees and staff welcome the generosity and thoughtfulness of the community in supplementing the library's resources through gifts, memorials, and monetary donations. The concept of a public library providing resources to meet the informational, educational, and recreational needs of the community is made more meaningful through patron interest and participation.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

A. DONATIONS

Donated items are accepted with the understanding that the North Lake County Public Library staff has the right to handle, distribute, or dispose of them in the best interests of the library. All gifts become the sole property of the library and no gift will be accepted with conditions attached.

The library does not place a monetary value on a gift. Appraisals for tax and other purposes is the sole responsibility of the donor. Upon request, a "Receipt for Donated Materials" (see Appendix 3) will be provided reflecting the acceptance of a given quantity by the library.

Gifts may be added to the collection upon meeting current library needs, standards of selection, condition, and other appropriate criteria. All such inclusions are treated as any other material purchased by the library.

Name plates will be attached unless the donor requests otherwise.

B. MEMORIALS

The North Lake County Public Library is honored and grateful to be the recipient of memorial tributes. Donors of funds for the purchase of memorials are encouraged to provide guidance in the selection of a suitable item or by specifying an appropriate broad subject area if they desire. All requests will be courteously considered; however, the library reserves the right to make an appropriate selection based on the current needs of the library and its resources.

Memorial gifts are designated by a bookplate or other appropriate identification. The North Lake County Public Library considers memorial items for addition and withdrawal using the same criteria as for any other library materials.

C. NONTRADITIONAL GIFTS

While all gifts are appreciated, not all may be appropriate for the library or within the library's ability to properly display, store, or preserve. Gifts of non-library items such as collections, artwork, etc., will be considered individually for appropriateness by the North Lake County Public Library Board of Trustees. Donors may be referred to a more appropriate recipient.

8. COLLECTION MAINTENANCE

A. WEEDING

In order to maintain an up-to-date collection, worn and obsolete materials and equipment are continually weeded. Weeding is the responsibility of the Library Director and professional staff. It is performed on a continual basis to keep resources relevant to the needs of the

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