



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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Purpose:

To ensure a uniform method of handling monetary, personal and real property donations made directly to the Library by individuals or groups in the community.

Definition:

A gift is any monetary contribution, art, equipment, print or non-print material or other personal property item or real property donated to the Pima County Public Library.

Policy:

Suitable gifts are gratefully accepted by the Pima County Public Library. Gifts, excluding real property, may be made to benefit a specific branch library, for the library district in general, or for special library programs. Individual funds for each branch or program are maintained within the Pima County Public Library's accounting system to assure that a donor's reasonable request regarding a monetary gift is honored.

All gifts will become the property of the Pima County Public Library upon donation. The Library has the sole discretion to determine whether a gift will be included in the collections, forwarded to the Friends of the Library for sale to benefit the Library, or disposed of in another manner. Gifts, excluding real property, must be dropped off at a library as no pick-up services are available. Persons wishing to donate real property must confer with the Library Director and obtain approval for such donation prior to making the donation. The Pima County Public Library retains the right to accept or refuse the donation of any gift.

Computers, computer equipment and software will not generally be accepted in order to assure the standardization of computer equipment and adherence to software licensing agreements.

The Library will not assign a monetary value to a gift for the donor's tax purposes. Donor's wishing to obtain documentation of a monetary contribution may request a Donation Acknowledgement Form at any branch library.

Gift plates acknowledging the donor, or as a memorial, are available upon request. If a gift plate is requested, the exact wording should be included with the gift.