

DRAFT REVISED  
LIBRARY GIFT AND DONOR POLICY  
(Prepared by Robyn Grant 2/3/14)

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LIBRARY GIFTS

Gifts offered directly to the Library will be reviewed and considered for acceptance by the Board of Library Trustees in the following manner. Gifts to the Library are also tax deductible.

A. Review & Consideration of Gifts.

1. The Library Director may approve for acceptance and appropriation gifts or donations up to \$10,000 from the Newport Beach Public Library Foundation, the Friends of the Library, Newport/Mesa Pro Literacy or any other recognized Library support group on behalf of the Board of Library Trustees. The Board of Library Trustees will be formally notified of such acceptance in the Library financial report for the month immediately following the acceptance.

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2. The Library Director may approve for acceptance and appropriation gifts or donations up to \$500 from any individual or other group on behalf of the Library Board of Trustees if either the gift or donation is unrestricted or the appropriation meets the criteria outlined in City Council Policy I-3, Newport Beach Public Library Collection Development Policy. The Board of Library Trustees will be formally notified of such acceptance in the Library financial report for the month immediately following the acceptance.

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3. Gifts or donations not covered by Section 1 or 2 above must be specifically approved for acceptance and appropriation by the Board of Library Trustees.

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AB. Recognition of donations by plaques, signage or other permanent display shall be approved by the Board of Library Trustees.

BC. Dedication opportunities exist for those donors who make gifts to specific areas of the Library. Gifts to fund specific collections or areas of the Library must be reviewed and approved by the Board of Library Trustees and be compatible with the Collection Development Policy of the Library. Items purchased for a specific subject will not be kept separately, but will be integrated into the collection.

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