



GIFTS AND DONATIONS POLICY

The Botetourt County Library ("Library") welcomes gifts and donations that support its mission and enhance its capacity to serve the community of Botetourt County, Virginia ("County"). Such gifts and donations may include books and other materials, monetary donations, furnishings, in-kind property or services, art and decorating objects, real estate, life insurance policies, and marketable stocks, bonds and securities.

The Library evaluates all offered gifts and donations according to their suitability, alignment with current laws and regulations, adherence to Library and County policies, and potential value in support of the Library's mission, goals, and priorities. The Library reserves the right to refuse any offer of gifts, items, or funds for any reason.

All gifts and donations accepted by the Library become its sole and absolute property as a department of the County. The Library may retain, use, transfer, adapt, sell, or dispose of any gift or donation at its discretion and in accordance with County policies.

Donors may specify a desired application of their gift or donation, such as benefitting a specific library location, program, project, or resource. Donors may also submit gifts and donations in memoriam of a person, organization, or event. As far as possible, the Library seeks to honor donors' wishes when they align with the Library's mission, goals, and priorities.

Any books and other materials considered for inclusion in the Library's collection are subject to the Library's *Collection Development Policy*. Most donated books and materials are received by the Botetourt County Friends of the Library to sell in benefit of the Library's programs and projects, and unsold books and materials are typically donated to another non-profit organization.

Materials of historical value may require an accompanying statement from the donor regarding ownership of the item's copyright and provenance. Works of art or other valuable items may require an appraisal for insurance purposes. Appraisals must be performed at the donor's expense and arrangement.

Upon request, the Library will provide a statement or letter acknowledging the donation for the donor's records and/or for tax purposes.