



BASALT REGIONAL LIBRARY DISTRICT DONATIONS AND GIFTS POLICY

The Basalt Regional Library District (BRLD) welcomes donations and gifts from individuals, businesses, corporations, foundations, and other community organizations. Donors wishing to contribute to BRLD, are encouraged to explore the following options outlined below. The Executive Director is available to provide guidance to donors on making donations.

Any donations or gifts accepted by BRLD will be viewed as an addition to, not a reduction of, BRLD's operating budget and will be accepted in accordance with BRLD's mission and related policies.

In-Kind Donations:

- **Artwork.** Donated wall art must be display ready (i.e. framed, mounted). Donation does not ensure display or retention of artwork by BRLD. Outdoor artwork must be prepared to withstand all weather conditions. BRLD is not liable for any damage done to the artwork. Artwork is accepted at the discretion of the Executive Director.
- **Books, CDs and DVDs.** As space is available, donations of books, CDs, DVDs, and other materials are made to the Friends of the Library. The library provides space for these donations to be received.
- **Equipment/Technology.** Donations of computers, printers, internet devices and software are generally not accepted because it is in the best interest of BRLD to standardize its computer equipment, and to adhere to software licensing agreements and product warranties.
- **Heritage Pieces.** Heritage pieces include any historical item relating to Basalt and the surrounding vicinity (Frying Pan and Roaring Fork Valleys). Heritage materials will be accepted at the discretion of the Executive Director or recommended for use by the Basalt Heritage Society.
- **Library of Things.** Donations to BRLD's "Library of Things," such as telescopes, ukuleles, sewing machines, and board/games are generally not accepted because it is in the best interest of BRLD to standardize these items for maintenance of quality and care.

Monetary Donations:

- **Unrestricted Gifts** are always welcome and allow BRLD to direct funds to those areas that are most important to the continued excellence of our library. These funds are used to meet opportunities that may arise outside budgeting cycles.
- **Restricted Gifts** are those which are directed to a specific material or service BRLD provides. The Executive Director maintains a list of needs for which donations are welcome.

Acknowledgements:

Upon receipt of any donation, BRLD will promptly acknowledge the Donor including recognition that BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law.

Stewardship:

BRLD will maintain a list of Donors for sharing information about the library and its activities.

Disclaimers and Liabilities:

Due to space constraints and limited processing resources, BRLD is unable to accept all materials offered to BRLD. BRLD reserves the right to dispose of unsolicited materials in any manner it deems appropriate. All gifts to BRLD are the property of BRLD and cannot be returned to the donor for any reason.

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All prospective donors are encouraged to consult with their legal, tax, and/or financial advisers before making a gift to BRLD.