

DONATIONS

Policy Statement:

Phoenix Public Library accepts donations to support its functions and services. Donations may include library materials, cash, art, or other items. Overall, donations will be used to:

1. Further the mission of the Phoenix Public Library.
2. Meet the goals of the Library's Strategic Plan.
3. Improve or enhance services to the public.

Scope:

The Donations Policy applies to all Phoenix Public Library locations and business operations.

Regulations:

Library Materials Donations

1. Donations of library materials are accepted only with the understanding that the Library has the right to determine the disposition of all items. On occasion, the Library may add a donated item or items to its circulating collection. The Library cannot guarantee that donated materials added to its collection will always be available. Subsequent to their addition to the circulating collection, materials may become damaged, lost, or removed from the collection after a period of time.
2. Books, DVDs, and other donated materials not added to the Library's collection are offered to the Friends of the Phoenix Public Library for sale, the proceeds of which are used to benefit the Library. If the items are not appropriate for sale or are not sold after a reasonable period of time (as determined by the Friends), they may be shared with other institutions or destroyed.

Cash Donations

1. At its discretion, the Library may accept cash donations for purposes restricted by the donor in consultation with Library staff.
2. The Library may also accept cash donations for unrestricted purposes. The Library Director designates the disposition of these funds.
3. Library staff account for these Gift Funds through the City of Phoenix's accounting systems.

Art Donations

The Library will defer art donation proposals to the City of Phoenix Office of Arts and Culture. Should the Library and the Office of Arts and Culture mutually deem the Library as the viable recipient of an art donation proposal, the Library will address the following:

1. Ensure that the donation furthers the mission of Phoenix Public Library, meets the goals of the Library's Strategic Plan, and improves/enhances services to the public.
2. Follow the process and procedures as outlined by the City of Phoenix Office of Arts and Culture.



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Donations of High Value Items

On occasion, a community member may wish to donate a high value item to the Library. In such cases, the following guidelines will be followed:

1. The Library Director will determine whether or not the Library is interested in accepting the donated item based on whether it furthers the mission of Phoenix Public Library, meets the goals of the Library's Strategic Plan, and improves/enhances services to the public.
2. The Library Director will present the proposed donation to the Library Advisory Board for their approval or denial.
3. In accordance with AR 5.13, a formal Request for Council Action (RCA) will be submitted requesting council's permission to accept the donated item.