

Lompoc Public Library System

Donation Policy

Funded by tax money from the City, County and State, the Lompoc Public Library System depends upon voluntary support and assistance from the community to enhance library services. The Library encourages and appreciates donations of all kinds. The Library Director works with two 501(c) (3) nonprofit organizations that are chartered to support the libraries by developing and implementing donations of all types to provide supplemental funding to the library community. These two organizations are the Friends of the Lompoc Public Library, commonly called the Friends, and the Lompoc District Libraries Foundation, commonly called the Library Foundation. The Friends and the Library Foundation also assist library administration in providing ideas for special projects, programs, equipment, and collection needs which would benefit from private support. Within the guidelines that follow, the Library works with the Friends and the Library Foundation in receiving donations.

Contribution of Materials

All books, materials, personal property items, furniture, and equipment donated to the Library become the sole property of the Library (public property). All donations are irrevocable. The Library shall determine how best to utilize, handle, shelve or display any item in accordance with library standards and practices and in accordance with legal requirements set forth for “Public Property” disposal. Donors are responsible for transporting items to the library. No conditions may be imposed on the Library in its acceptance of any gift or donation.

Books

The Library welcomes books in good condition. Items deemed unsuitable for the library collection shall be given to the Friends of the Lompoc Public Library for use in library fund-raising projects.

Other Materials

Monthly magazines not more than three months old are accepted. CDs, DVDs, and vinyl records in good condition are also accepted.

Equipment

Donations of equipment are appreciated if the item(s) satisfies a definite need or deemed necessary for the development of a program or establishment of a collection.

Personal Property

Art objects, portraits, antiques, and museum quality objects are considered for acceptance on a case-by-case basis. If accepted, the Library is not able to guarantee permanent display or ownership of an item.

Real Estate

Gifts of Real Estate are encouraged but are considered for acceptance on a case-by-case basis. Without a guaranteed source of monetary support, the library is not able to insure the library's permanent ownership of donated real estate. The donor is urged to arrange a secure source of funding of operations and maintenance, or the library retains the option to distribute the Real Estate to benefit the library.

Monetary Contributions

Monetary donations are most welcome by the Library. Gifts may be made toward the purchase of library materials or for support of operations, programs, or facility enhancement. The Library reserves the right to decline a monetary donation if the conditions of the donation are deemed unsuitable or inappropriate for the library.

Donations

Monetary gifts are welcomed from individuals, businesses/corporations, non-profit/for-profit organizations, and other entities. Matching gifts by employers are encouraged. Gifts of securities received by the library shall be sold as soon as practicable at market rate, and the proceeds used as deemed best for library needs.

Memorials/Honorariums/Bequests

Donations made to honor an individual or an event are encouraged.

Bequests & Endowments

Endowments to provide continuing support of programs, collections or facility enhancements are welcomed. Information and special giving programs are available through the Library Foundation; e.g. charitable remainder trusts, charitable lead trusts, donor advised funds, insurance options, etc.

Programs

Monetary gifts of all types may be dedicated to program support.

Acknowledgements

All monetary donations for which the donor does not request anonymity shall be acknowledged by the Library Director with a letter of appreciation. The library cannot provide appraisals. It is the responsibility of the donor to assign a monetary value to the gift for tax purposes. For a monetary gift given in memorial, tribute, bequest, or in recognition of someone, a letter shall be sent to the person or family of the person being honored.

Benefactor Contributions

Gifts of such magnitude that change the course of library services may be considered for naming privileges on a case-by-case basis.