

# Library

## ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-50

SECTION: Library Collections

SUBJECT: GIFTS

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### SUMMARY

This document describes the policies and procedures for acceptance of gifts of library and non-library materials or funds designated for the purchase of library materials.

### Effective Date:

July 12, 2012

### Reviewed:

October 4, 2017  
October 27, 2021

### RECEIPT OF LIBRARY MATERIALS

a. General donations of materials will be made the property of the Friends of the Johnson County Library under the Memorandum of Understanding with that organization.

### RECEIPT OF FUNDS

b. All donations or gifts of funds may be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.

### OTHER GIFTS

c. Donations or gifts that are not library material or funds may be directed to the Johnson County Library Foundation in accordance with the Memorandum of Understanding established between the Johnson County Library and the Foundation.

### CONDITIONAL GIFTS

d. Only the Library Board of Directors may accept gifts when conditions are attached to the deed of the gift. Requests for acceptance of these gifts must be accompanied by a statement of the relevancy of the gift to the Library's mission, strategic plan and Collection Development Policy.

### PROCEDURES FOR RECEIPT

e. The County Librarian will establish procedures for the approval of gifts for library and non-library materials.

### GIFTS AS DISCARDS

f. Gifts to the Johnson County Library and Friends of the Johnson County Library Book Sale may be disposed of according to the regulations regarding Surplus Property (ARM 50-20-50) and the Friends of the Johnson County Library Book Sale (ARM 50-20-55) unless provision is made at the time the gift is given. Library materials not selected for inclusion in the library collection will be considered as discarded materials and surplus property.

LIABILITY

g. The Johnson County Library will make reasonable effort to secure gifts against theft, but accepts no liability should it occur.

**October 27, 2021**

**ARM 30-20-50 End**