



# CITY OF RANCHO CUCAMONGA

## DONATIONS AND BEQUESTS POLICY

POLICY NO.:  
PAGE 1 OF 2  
EFFECTIVE: 2/1/96  
REVISED:  
APPROVED:

---

### **PURPOSE:**

The purpose of this policy is to establish guidelines for the receipt of books, cash, art work, equipment, etc., that might be donated to the Rancho Cucamonga Public Library.

### **PREAMBLE**

The Rancho Cucamonga Public Library wishes to encourage widespread support of the public library ideal and its expression in solid community service to Rancho Cucamonga and the surrounding area and will solicit gifts and donations from individuals, groups and organizations representing a wide spectrum of backgrounds, beliefs and interests. It is understood that special gifts and bequests should not take the place of local government support or cost efficient use of current income, but should be made to enable the Library to provide and enhance services in ways not financially possible within the current annual operating budget.

### **GENERAL:**

1. The Rancho Cucamonga Public Library accepts gifts of money, books, films, pamphlets, periodicals, videos and the like with the understanding that the Library may do with them as it sees fit.
2. The Library reserves the right to refuse any gift due to unacceptable terms presented in the donation, inappropriateness of the materials donated.

### **CASH, ENDOWMENT FUNDS AND BEQUESTS:**

1. The Library encourages and welcomes cash gifts, endowment funds and bequests for purchasing books (in general or specified areas), other library materials and equipment, for improving the library facilities, or for the benefit of the library staff from individuals, civic groups and corporations. These gifts are received and managed by the Rancho Cucamonga Public Library Foundation, a 501 © (3) organization.

2. Designated gifts: If a donor's will, or the instructions accompanying a special gift designates a particular purpose for which the gift is to be used or conditions which must be met to qualify for the gift, the Library Board shall determine disposition or denial of the gift upon recommendation of the Library Director.
3. Undesignated gifts: The Library encourages undesignated gifts and bequests. Upon recommendation of the Library Director and approval of the Board of Trustees, funds received as undesignated gifts and bequests will be forwarded to the Rancho Cucamonga Public Library Foundation.

**MATERIALS:**

1. Gifts of materials may be added to the library collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection.
2. All materials in the Library's collection will be displayed, circulated, or made available for use in a manner consistent with the facility and the needs of the public.
3. It is to be understood that the Rancho Cucamonga Public Library is to have full authority as to when, where and how any gifts of materials are displayed or used. The Library will, of course, try to comply with the wishes of the donor of a gift, but it reserves the right as conditions change to assign any of its materials wherever the need is greatest.
4. A library that is used extensively by its public sustains losses through theft, mutilation, and ordinary wear. The Library cannot guarantee that any gift will be part of the collection permanently.
5. All gifts of materials must be in a usable physical condition. The Library will not accept materials which are not outright gifts.
6. Because of limitations of space, budget and staff, the Library reserves the right to accept or discard, at its discretion, any unsolicited materials sent to the Library.