

Carlsbad Public Library

Gifts and Donations Policy

Carlsbad Public Library Mission Statement

The mission of the Carlsbad Public Library is to meet the evolving educational, cultural, and recreational needs of the public by providing modern library resources and services. The Library strives to acquire materials, plan programs, and provide services that reflect an understanding and consideration of the community served, with concern for all ages, backgrounds, interests, abilities, and levels of education.

Carlsbad Public Library accepts those items that promote or adhere to the Library mission statement. Carlsbad Public Library does not accept gifts of art objects or other collections intended for permanent display in the Library. The City of Carlsbad has designated the Carlsbad Museum and Art Center as the public institution whose mission it is to collect, preserve, exhibit, and interpret artifacts and objects of art. Groups or individuals wishing to donate works of art are encouraged to contact the Carlsbad Museum and Art Center.

Donations to Carlsbad Public Library of items such as books, media items, supplies, furnishings, collectible materials, monetary, or any other types of donations are governed by this policy drawn up by the Library Board of Trustees, which is periodically reviewed.

A. Monetary or Material Donations

1. All donations made to the Carlsbad Public Library become the sole property of the Library, which may use the donation in any way suitable to further the mission and goals of the Library.
2. Monetary donations to Carlsbad Public Library should be made to the Public Library endowment accounts at the Carlsbad Community Foundation, 116 South Canyon Street. Personal checks or bequests must be made out to the “Carlsbad Community Foundation.”
3. Donations of used books, videos, and similar items are welcome at any time. All such donated items become the sole property of the Carlsbad Public Library. Library staff will determine if the donations will be placed in the Library collection, conveyed to another non-profit institution, transferred to the Friends of the Library and subsequently offered for sale to fund library operations, or sent to recycling.
4. The Library *cannot* accept any donation with conditions, limitations, stipulations, or restrictions attached. Unsolicited gifts or donations may not be acknowledged by the library, nor returned.

5. The Library rarely adds self-published items to the collection, unless they possess local historical or archival value. The Library Director will make the final decision concerning such donations.
6. Memorial donations may be made to honor a friend or loved one. Donors are welcome to suggest what types of books or materials would be an appropriate memorial. All such memorial donations should be made to the Public Library endowment accounts at the Carlsbad Community Foundation, 116 South Canyon Street. Personal checks or bequests must be made out to the “Carlsbad Community Foundation.”
7. Gifts of supplies, furnishings, or collectible materials must be approved by the Library Director to determine the suitability of such gifts. The City of Carlsbad may have final approval, and all such donations become the sole property of the City of Carlsbad.

B. Tax Deductions

1. Donation receipts will be provided upon request for materials donated to the Library. However, library staff are prohibited by law from assigning a monetary value to material gifts. Monetary donations to the Carlsbad Community Foundation will be provided with tax documentation from the Foundation.
2. If a list of donated materials is required, it must be completed by the donor before delivering the material.
3. Donors who have questions about tax issues pertaining to donations should consult Internal Revenue Service Publication 526, *Income Tax Deduction for Contributions*, which discusses the rules and regulations regarding charitable giving.

C. Disposal of Donated Items

1. Carlsbad Public Library reserves the right to dispose of donated items in an appropriate manner in accordance with the mission and policies of the library.
2. Items removed from the collection may be transferred to the Friends of the Library, other libraries, other non-profit organizations, or submitted for recycling.
3. Carlsbad Public Library will make every reasonable effort to care for gift materials and memorial items. However, it should be understood that books which go into the circulating collection will endure wear and tear and will eventually have to be withdrawn from the collection after removal of memorial or donation bookplates.
4. Carlsbad Public Library is not obligated to locate or contact the original donor of any items before or after removing them from the collection.