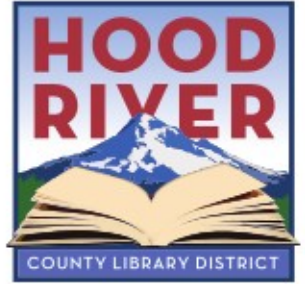


# Gift and Donation Policy



The Hood River County Library District welcomes and encourages gifts and donations which are consistent with the District's Mission Statement: We reach out, supporting everyone to learn, create, and grow..

All gifts and donations accepted by the Library District become the property of the District and may be sold or discarded as the Library Director and Library District Board see fit. The District has sole discretion to accept or decline any gift presented to the District, regardless of the nature of the gift.

## **Print and non-print materials**

The Hood River County Library District accepts donations of print (books) and non-print (DVDs, Audiobook CD, etc) in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, and encyclopedias will not generally be accepted for donation.

The District's acceptance of a donated item does not constitute an agreement to add it to the collection; the District will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. Unused donations cannot be returned to the donor.

All donations are accepted with the understanding that if the District is unable to use the materials, they will be donated to the Friends of the Library Book Sale.

The District does not assess the value of gifts made to the library. Valuation should be determined by the donor.

## **Monetary Donations**

Monetary donations may be made to the Hood River County Library District Foundation, the Hood River Friends of the Library, or the District. Donations to the Library Foundation or the Friends of the Library will be administered by the receiving organization subject to its own policies.

## **Other gifts**

Gifts and donations other than items which can be used in the District's collection (such as furniture, etc.) must be discussed with the Library Director. The Library Director will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the District's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

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[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

## **Art donation**

The District has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists.

The District will decide if an artwork is to be accepted for inclusion in the Hood River County Libraries art collection and displayed in a library setting or on District grounds. Criteria for acceptance of donation to be considered:

1. Artist's connection with the local community and/or with the gorge region
2. Art conforms to the general architecture of the building and/or grounds
3. Relevance of the subject
4. Artistic merit/reputation of the artist
5. Cultural content
6. Reflection/celebration of diverse community
7. Suitability for display in proposed location/space required
8. Condition of the work/display ready
9. Financial cost to the Libraries e.g. installation/maintenance cost
10. Any health and safety issues

The final determination of the acceptability of art donations for the Hood River Library lies with the District Library Board.

## **Naming procedures**

The naming of equipment or a tangible item such as a brick or furniture is intended to be in place for the useful life of the equipment or tangible item that is named.

As part of capital campaigns or fund raising efforts, the Library Foundation may offer to the community opportunities to receive recognition for contributions of various amounts through naming opportunities. The Library Foundation will consult with the Library Director regarding the naming opportunities.

## **Gifts to Library Staff**

Individual District staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the District as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Approved by the Board of Directors, December 15, 2020

Last revised: October 21, 2025, December 15, 2020

Last reviewed: October 21, 2025, September 16, 2025