

## **DONATIONS, BEQUESTS, GIFTS & NAMING RIGHTS**

The Western Allegheny Community Library welcomes gifts of books and other materials. Materials will be evaluated using the same criteria as materials that are purchased. Once donated, items become the property of the Western Allegheny Community Library. Donated items will not be returned to the donor. The Library cannot accept any item that is not an outright gift.

The Library will not set fair market or appraisal values for donated items. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Gifts of real or personal property, including art, antiques, and memorial plaques are not encouraged and will be accepted only on a case-by case basis following approval by the Library Board of Trustees.

Any gift which will cause the Library to incur annual or periodic maintenance costs must be accompanied by a separate endowment sufficient to cover those fees.

Items will be added to the collection in accordance with the Collection Development Policy of the Library. Those materials that are added to the collection will be classified and shelved according to standard procedures. The Library reserves the right to decide when a gift added to the collection must be withdrawn.

The Library reserves the right to liquidate, relocate, remove or dispose of any accepted gift at any time.

The Library may also accept unsolicited monetary contributions of any amount. Unrestricted monetary contributions may be used as determined by the Director, as authorized by the Board of Trustees, within the limits of the law. Restricted contributions will be accepted if they reflect the Library's mission and goals.

Area/Room Naming Rights Policy

The Western Allegheny Community Library Board of Trustees reserves the right to allow naming rights of various rooms and areas within the physical Library facilities as it deems appropriate and beneficial to the Library. This Policy will serve as a guideline when accepting naming rights requests. The following is a list of potential rooms and areas and required donations for such requests.

Room/Area	Annual Donation Amount
Adult Reading Room	\$2,000
Backyard	\$2,500
Café	\$1,000
Children's Play Area	\$1,000
Children's Reading Area	\$1,000
Community Room	\$2,000
Conference Room (2 Available)	\$1,000
Garage	\$2,000
Middle Grade Reading Area	\$1,000
Nursing Mothers Station	\$1,000
Teen Reading Area	\$1,000
Tutor Rooms (2 Available)	\$500
Bookcases (numerous)	\$150

All rooms/areas require a minimum of three years of annual donations. All donors must sign a contract to this affect. After the required minimum time period has been met, the donor shall have first right of refusal in renewing their naming donation. The WACL Board reserves the rights to choose the style and size of the plaque.

## BOARD PROCEDURE

Naming rights shall not be allowed for any for-profit business. Naming donations should be made in memory of a deceased individual or as a class gift (such as “West Allegheny Class of 1950”). No individual or group may have more than one room/space/bookcase named at one time. If the recognized individual or group shall fall into disrepute at any time during the naming contract, the WACL Board has the right to remove the recognition and cancel the remaining donation contract.

This Naming Right will not extend beyond normal useful life of the room/item. If the Named item or space shall need replaced or become subject to major renovation after the second annual donation be made, the Library Board reserves the right to discontinue this Naming Agreement. If the Donor should fail to submit the required annual donation amount, this Naming Right Agreement shall be null and void.

All naming requests but be submitted to the Board for approval. Upon approval, the Board will provide the requester with this policy and the contract for donation. If the requester agrees, he/she shall sign the contract and return it, along with the first year’s annual donation, to the Board. Only then shall the Board proceed with creating a plaque and placing it in the appropriate place. The Board shall do this within 30 days of receipt of the signed contract and donation amount.

The Board reserves the right to add additional items for naming donations at any time. The Board also reserves the right to change this policy, or refuse a donor, at any time.