

Gift and Donation Policy

Mission

The Kern County Library accepts donations of books and other materials, including monetary contributions and memorial gifts. The Library reserves the right to determine how gifts are used and is unable to return any gift once it has been donated.

Purpose

All gifts and donations are accepted with the intent to further the mission of the Kern County Library, grow the collection, increase programming, and provide resources to enhance a Library visitor's experience.

Responsibility Statement

The ultimate responsibility for accepting or rejecting gifts, donations, or monetary contributions rests with the Director of Libraries, under the direction of the Kern County Board of Supervisors.

Conditions of Acceptance

Any gift or donation which exceeds \$10,000 in value, or for which the donor specifically requests recognition by the Board of Supervisors, will be referred to the board agenda for consideration by the Board of Supervisors.

Gifts with conditions attached will require approval by the Board of Supervisors, regardless of the amount since such donations may present unusual or potentially unacceptable requirements for the County. ([per Administrative Bulletin No. 13, 2016](#))

Donations of Books and Media

Gifts of books and media will be accepted and added to the collection only if they are in good condition and meet the criteria of the [Collection Development Policy](#). Once an item is donated, it becomes the property of the Kern County Library.

Items not added to the collection will be transferred to the Friends of the Kern County Library, Inc. for inclusion in their book sales. All proceeds from the book sales are donated to the Library in support of its mission and programs, and to otherwise enhance the Library's collections.

Due to space constraints and limited processing resources, the Library is unable to accept all materials offered. The Library reserves the right to dispose of unsolicited materials in any manner deemed appropriate.

Donors may give up to two 30-pound boxes at a time. Donations should be delivered in sturdy boxes and bags that do not need to be returned. Donations should be brought inside the Library and not left in book drops or doorways.

The Library is unable to accept donations of the following:

- Damaged or soiled materials (moldy, shabby, poor condition, etc.)
- Textbooks
- Encyclopedias or law books
- National Geographic magazines
- Condensed books
- Outdated materials about medicine, technology, science, or other rapidly evolving fields

Donation receipts can be requested at the time of delivery, but donors are responsible for assessing the value of their donations or itemizing them.

Donations may be tax deductible. All prospective donors are encouraged to consult with their legal, tax, and/or financial advisor before donating to the Library. The tax deductibility of gifts can be a complex issue, and the Library is not in a position to advise potential donors with respect to such matters.

If a donor or organization is interested in giving furnishings, technology, equipment, or supplies to the Library, please contact the [Director of Libraries](#).

Monetary Contributions and Memorials

The Library welcomes monetary contributions for enhancing its collections, spaces, and programming. Additionally, funds may be given to purchase library materials for tributes, remembrances, and memorials of a loved one.

The name of the donor and the individual or organization recognized by the gift may be listed on a bookplate and placed in the materials as appropriate. Donors are encouraged to suggest subjects (ex. sports, fiction, cookbooks, etc.) or collections (ex. children, teen, adult) they would like their donation used for. Otherwise, the monetary donations will be used for the Library's general collection.

Refer to the [Local History Room](#) or [Genealogy Room](#) policy if interested in donating.