

## **620 / Materials**

### ***Gifts and Bequests / Monetary Gifts***

The library welcomes memorials and bequests of any amount as well as proceeds of trust funds, insurance policies and annuities with the library as beneficiary for development of the library collections and services.

The library staff is willing to recommend types of purchases which will serve as memorials to carry on the life interest of individuals or groups. The library reserves the right to assign the monetary gift wherever the need is the greatest, although special interests of the donor will be given first consideration.

### ***Recognition of Monetary Gifts***

- **Written Acknowledgement:** The library shall provide prompt written acknowledgement of all gifts to donors, including the amount of all monetary gifts.
- The library shall maintain a cumulative record of gifts from individuals, families, organizations, and businesses. Major donors shall be included in a permanent display honoring their support. This display, the Library Donor Wall, is prominently located within the library. Upon request of the donor, gifts to the library can be made anonymously, and donor information will remain confidential.
- Names on the Library Donor Wall will be listed to the following categories:
  - **Keystone Donors:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$1,000 and \$5,000.
  - **Patrons:** Individuals, families, organizations, and businesses who have made cumulative gifts valued between \$5,001 and \$25,000.
  - **Benefactors:** Individuals, families, organizations, and businesses who have made cumulative gifts valued at \$25,001.

### ***Gifts of Library Materials***

The library accepts gifts of library materials including publications by local authors, with the understanding that they will be added to the library collection under the same principles of selection which are applied to purchases. In addition, the following factors relating to the proposed gift will be considered:

- **Physical condition:** Hardcover books must be in new or "like-new" condition. Paperback books must be in good condition.
- **Duplication of existing materials.**
- **Currency of publication date:** Hardcover books must have been published within the last five years.
- **Availability of space to house the gift.**

Materials may be accepted which ordinarily would not be purchased, at the discretion of the library administration. Such items might include: denominational literature, print-on-demand, or privately printed items, highly technical or literacy

materials, or very expensive items of limited interest.

Gifts, bequests and memorials are given recognition. Materials that will circulate will receive a name plate. Stationary items, furniture, equipment, and any other items remaining within the library will receive a plaque. Separate shelving will not be provided. This applies to collections as well as individual items. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.

Used materials may be added to the collection with the approval of the selector. The library reserves the right to dispose of any donations which are not needed for its collection, as it sees fit. Disposal may include giveaways at events and Little Free Libraries, available for a donation on the book "donation" table, or sent to a service such as a book recycler.

### ***Gifts of Historical Documents and Materials***

The library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition since the library believes all exhibits should be changed periodically to maintain interest. Such gifts will be referred to a museum or historical society.

### ***Gifts of Furnishings and Equipment***

Gifts of furniture and equipment will be accepted only when, in the opinion of the library administration, the proposed gift is of a type that is compatible with the library's existing furnishings. Generally, it is recommended that donors contribute money for the purchase of such articles.

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01/25/1995  
05/27/1998  
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