

## **BONDURANT COMMUNITY LIBRARY**

### **GIFTS AND MEMORIALS POLICY**

The library is frequently offered books and other materials as gifts. Although many excellent and important items may be acquired for the collection in this fashion, at times items are offered that cannot be used or are duplicates of material already in the collection. Items will be added to the collection in accordance with the Materials Selection Policy. Once donated the items become property of the Bondurant Community Library. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift added to the collection must be withdrawn. The following guidelines for acceptance are used:

1. The library staff shall have the prerogative of refusing such materials which do not contribute to the collection or that cannot be accommodated suitably at the time.
2. The library staff retains the right to dispose of all duplicated or unneeded materials and may inform the person at the time of donation. This disposal may include selling or donation to other groups.
3. The donation is tax deductible. It is the privilege and responsibility of the donor to appraise the gift for tax purposes. The library staff will supply a receipt for donated materials upon request.
4. Appraisals will not be given on individual items. However, the library staff will assist the patron in finding appraisal sources.

Gifts of money for the purchase of books and materials as memorials are welcomed. Books purchased on this basis will be appropriately identified. An attempt will be made to match the context of memorial books to the interest of the person to be honored. These books will be shelved with the regular collection. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

Personal property, art objects, portraits, antiques, and other museum objects will be accepted on the approval of the Board of Trustees based on the suitability to the purposes and needs of the library, the laws and regulations that govern the

ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Conditional gifts will be considered by the Board of Trustees on a situational basis.

Adopted by the Bondurant Community Library Board of Trustees:

3/1990

Reviewed: 7/1995, 1/2003, 9/2006

Revised:

5/2010, 4/2015