

## **Harlan Community Library**

### **Gift and Memorial Policy**

(Updated 12/11/2017)

Within the parameters of the laws of the State of Iowa, the Harlan Board of Trustees adopts the following policies with regard to the acceptance of gifts and the establishment of memorials:

#### Gifts

1. Books and other materials will be accepted on the condition that the Library Director has the discretion to make whatever disposition he or she deems advisable this may include but is not limited to using the material for circulation in the library, placing the items for sale or donating the items to the "Study Club's Book Sale".
2. Gifts of money will be accepted and deposited in the Library's trust account provided conditions (if any) attached thereto are acceptable to the Board of Trustees.
3. Gifts of real property, stock and other assets not readily negotiable shall likewise be accepted if conditions attached thereto by the donor are acceptable to the Board of Trustees.
4. Gifts of personal property, art objects, portraits antiques, and other similar objects will be considered on an ad hoc basis by the Library Director.
5. The Library will not accept items which are not outright gifts.
6. A receipt for the price of newly purchased items can be issued if desired by the donor. However, receipts cannot be provided for works of art or used materials unless their fair market value is determined by an independent appraisal.
5. Genealogical materials will be accepted at the discretion of the Library Director. These gifts will be accessible to the general public.

#### Memorials

1. The Harlan Community Library welcomes and encourages cash or negotiable contributions for the purpose of purchasing books, materials, equipment, and fixtures as memorials. Donations of personal property, valued at less than \$1000, for placement in the library as memorials will be considered by the Library Director on an ad hoc basis. Donations of personal property, valued at \$1000 or greater, for placement in the library as memorials will be considered by the Board of Trustees on an ad hoc basis.
2. While it is the preference of the Board of Trustees to accept a cash or negotiable contribution for a memorial which leaves the selection of materials to be purchased therewith to the sound discretion of the Library Director, the library will accept a conditional cash or negotiable donation as a memorial and subject to the library's policy regarding the suitability of materials, will honor the donor's request for its specific use whenever possible.
3. Initially, all cash contributions for memorials will be deposited in the Library Trust account, properly earmarked for intended memorial purposes. Then, when appropriate, these funds will be withdrawn and expended pursuant to the intentions of the donor.

4. All items purchased as memorials will be appropriately identified. Whenever possible, items selected as memorials will be of a long-term interest and utility nature to ensure lasting donor satisfaction in the knowledge that his or her recognized contribution will remain in the collection for many years. Items that are no longer relevant to the library, may be removed by the Library Director.

#### Adopt an Author

1. Patrons may choose to “adopt an author” or a book.
2. Patrons may do this by requesting to the library director for the library to purchase books by a particular author or a single book. The library director has the discretion to approve or deny all “adopted” items.
3. Once an author or an item is approved to be added to the library’s collection, the patron will pay the library for the cost of each book. The monies will be deposited into the Library’s trust account and then funds will be withdrawn at the time the library pays for the book.
4. The patron who “adopts” an author or a book will have first right to read the book once it is available for circulation. No other special privileges will be afforded to the purchaser of the book.
5. Books that are no longer relevant to the library, may be removed by the Library Director.