



Gift and Memorial Policy

Approved December 11, 2017

Updated October 13, 2025

PURPOSE:

This policy provides guidelines to the library staff and public regarding donations to the Harlan Community Library.

SCOPE:

This policy applies to gifts and donations, including but not limited to library materials, money or real property.

POLICY:

- Gifts
 - Books, periodicals and other materials will be accepted on the condition that the Library Director or designee 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 recycling them.
 - The library will not accept items which are not outright gifts.
 - Gifts of money will be accepted and deposited in the Library's trust account provided any conditions are acceptable to the Board of Trustees.
 - Gifts of personal property, art objects, portraits, antiques, and other similar objects will be considered on an ad hoc basis by the Library Director.
 - Gifts of real property, stock and other assets not readily negotiable shall be accepted on the condition that the Board of Trustees has the discretion to make whatever disposition they consider advisable, including coordinating with the Harlan Community Library Foundation.
 - The library can provide acknowledgement of a gift or donation, however, any appraisal of value is the responsibility of the contributor.
 - Genealogical materials will be accepted at the discretion of the Library Director or designee. These gifts will be accessible to the general public.

- Memorials

- 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.
- 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 at the discretion of the Library Director, the library will accept a conditional cash or negotiable donation as a memorial. It will be subject to the library's Collection Development Policy regarding the suitability of materials.
- All cash contributions for memorials will be deposited in the Library Trust account, properly earmarked for intended memorial purposes when the library needs them.
- All items purchased as memorials will be appropriately identified. Whenever possible, items selected as memorials will be of a long-term interest to ensure donor satisfaction. Items will be removed following the guidelines of the library's Collection Development Policy.

- Adopt an Author

- Patrons may choose to "adopt an author" or a book.
- ⊖ Patrons may do this by filling out a Donation Log and specifying what author or book they wish to "adopt". Final approval of the request rests with the Library Director.
- 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 patron who "adopts" an author or a book will have first right to read the book once it is available for circulation and they may check it out for 4 weeks.
- "Adopt an Author" books are subject to the library's Collection Development Policy.