

## **Gift Policy**

Within the provisions of Iowa state laws the Lied Public Library Board of Trustees adopts the following policies:

1. Books and other materials will be accepted by the Friends of the Library on the conditions that the Library Director or other professional staff has the authority to make whatever disposition he/she deems advisable.
2. Gift of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable by the Library Board of Trustees.
  - a. Unless otherwise specified by the donor, the Board of Trustees of the Clarinda (Lied) Public Library may coordinate the receipt of donations, such as cash and securities received as donations, memorials, or bequest with the Clarinda (Lied) Public Library Foundation, which operates exclusively for the benefit of the Clarinda (Lied) Public Library. Donations will be used for the public benefit of the Library.
  - b. The Clarinda (Lied) Public Library, in cooperation with the Clarinda (Lied) Public Library Foundation, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.
3. Gifts of personal property, art objects, portraits, antiques and other museum objects will be considered by the Library Board of Trustees.
4. The Library will not accept materials which are not outright gifts.
5. Genealogical materials will be accepted at the discretion of the Library Director. These gifts will be accessible to the public.

The Library reserves the right to refuse or dispose of gifts or books donated if they do not meet the criteria listed in the Collection Development Policy. Books or materials that are added to the collection will not be shelved in any special section, but will take their place with the regular collection. Items not added to the collection, but in usable condition generally will be sold to the Friends of the Library.

Gift items will be withdrawn from the collection according to the same principles as purchased items and the library cannot assume the responsibility for notifying the donor of the withdrawal or for replacing worn-out or lost copies. Withdrawn items are sold to the Friends' of the Library.

### **Memorials**

The Lied Public Library welcomes gifts of money for the purchase of books and materials as memorials. Books purchased on this basis will be appropriately identified.

Materials selected as memorials must conform to the library's Collection Development Policy. The donor may make a specific request for the use of the contribution or he may leave the selection entirely to the discretion of the Library Director.