

GIFTS AND MEMORIALS POLICY

The Independence Public Library Board of Trustees recognizes that donors wish to assure the perpetuation and/or enrich the library, its services, and facility in the community. Monetary gifts, bequests, endowments and memorial or honorary contributions benefit the library by providing diverse revenue sources.

Consideration

Gifts may be accepted by the Library Director when in keeping with the guidelines of this policy and when precedent has been set. When a unique gift or situation needs to be addressed, the Library Board of Trustees will make a determination regarding the offer. The following are overall points of consideration for the Library Board and Director in making determinations concerning gifts:

- a. Value to the community in keeping with the Library's mission.
- b. Maintenance requirements and costs.
- c. Stipulations associated with the gift.
- d. Manageability for library purposes.
- e. Falls within the guidelines of library policies. An example would be: books donated specifically for the collection must meet the requirements of the collection development policy.
- f. Gifts requiring appraisal shall be appraised through the donor and the cost of such appraisal shall be borne by the donor.

Ultimate use

Gifts may be declined or accepted after consideration. The library staff/board may take up to six weeks to make this decision. If accepted, the materials become the property of the Independence Public Library. Materials may be added to the collection, used for fundraising purposes, given to the Friends of the Independence Public Library, given to another library or institution, or disposed of in any other manner. The library also reserves the right to withdraw a gift from its collection.

Recognition

Acknowledgement may encourage others to give gifts to the library. If the gift meets the guidelines of the library's donor wall or other naming opportunities and the donor would like to be recognized as such, recognition will be given in that manner. If the donor would like to remain anonymous, the gift will be kept confidential in keeping with those wishes.

Receipt

A tax receipt is available upon the request of the donor.