

## Kaukauna Public Library Gifts and Donation Policy

**Memorial Books:** Patrons may make a donation to purchase materials in memory of a person. The donor may select an appropriate subject or genre; library staff will select a title based on the library Collection Development Policy. Bookplates are personalized through wishes expressed on the Memorial Book Donation Form and applied only to that specific purchase. *The Library reserves the right to nameplate books in just name or memory regardless of requested donor text.* When provided in the Memorial Book Donation Form, library staff will send an acknowledgement of the title addition to the individual listed in the form. Memorial items are subject to the Collection Development Policy and may be withdrawn, lost, or damaged. A minimum donation of \$25 is required. Checks written for this program should reference Memorial Books in the memo section. Online donations for this program should note memorial information. Donations to this program are tax deductible.

**Material Gifts:** Book and media donations become property of the library and may or may not be added to the collection. Materials donated may be sold at book sales or discarded. A blank receipt will be supplied upon request, but no monetary value will be placed on any donations, which are tax deductible. The library will not accept damaged or moldy items. The library does not accept VHS or cassette tapes, magazines, encyclopedia sets, textbooks, travel guides, or manuals more than five (5) years old.

Any donations of a historical nature will be assessed by the Local Historian. Items accepted may be turned over to other agencies. The Library will only accept photos, maps, documents, and books that directly pertain to Kaukauna history. We do not accept donations of artifacts or framed art. If the framed art references Kaukauna specific history, we accept on a case-by-case basis.

Donations of additional items including, but not limited to art, furnishings, dioramas or displays, plants, electronics or equipment, or any other sizable objects must first reach out to the Library Director via phone or email to discuss the possible donation. Donors should not bring items into the library without first consulting the Library Director. Items of this nature are rarely accepted.

The library reserves the right to refuse gifts. Any items donated become the property of the library and may or may not be retained.

**Monetary Gifts:** All monetary donations are tax deductible and receipts will be provided so long as no goods or services are exchanged. Donations can be accepted as cash, check, or through our online donation portal on the library website. Cash and check donations should include information about what the funds are intended for. Donation envelopes are available at the Library.

Monetary Gifts can support the library in three capacities and are tax deductible so long as no goods or services are exchanged:

*Kaukauna Public Library Foundation:* The Kaukauna Public Library Foundation is a 501(c)3 organization that provides financial support for a sustainable future. Their goal is to generate and invest funds that can be used to establish and develop new programs and services. A donation to the Kaukauna Public Library Foundation Inc. will gift both present and future generations of library users. The Library Foundation is pivotal in maintaining a sound financial legacy for the future of the library.

*Friends of the Kaukauna Public Library:* The Friends of the Kaukauna Public Library is a 501(c)3 organization that provides financial support for programs and operations through volunteerism. Through membership, books sales, and special events, the Friends help the library add programs, materials, and services beyond those funded by the municipal budget.

*Kaukauna Public Library:* General donations to the library go into a Special Use account held for the library through the City of Kaukauna. This fund also helps the library add programs, materials, and services beyond those funded by the municipal budget.

### **Memorial Book Donation Form**

Please accept this donation in the amount of \$ \_\_\_\_\_ (minimum of \$25)

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

#### **Bookplate Personalization Requested:**

\_\_\_\_\_ In Memory of: \_\_\_\_\_

\_\_\_\_\_ In Honor of: \_\_\_\_\_

\_\_\_\_\_ Include organization logo on bookplate for (organization name): \_\_\_\_\_

Library staff will copy logo from organization website unless file is emailed to Library Director.

#### **Subject/Title/Genre Requested:**

#### **Book Type:**

- ☐ Large Print
- ☐ Child
- ☐ Teen
- ☐ Adult

Acknowledgement Sent To: \_\_\_\_\_

Acknowledgement Address: \_\_\_\_\_

\_\_\_\_\_ I wish to have my personal information shared in the acknowledgment letter.

\_\_\_\_\_ I wish to remain anonymous.

*Memorial book donations are maintained under the Collection Development Policy.*