

Gifts and Donations

Policy Creation: 8/2021

Policy Revised:

Policy Purpose

Accepting gifts and donations is an important way for the Library to benefit from the generosity of our community. This policy informs community members how to best contribute to the Library and how those contributions will serve the Library.

Definitions and Expectations:

- Once a gift is accepted by the Library, it becomes the property of the Library to be used or disposed of following policies established by the Board of Trustees.
- Gifts of money or library materials may be donated in memory or honor of a friend, or relative will be discussed with the Library Director or designee. All items added to the collection shall be integrated into the collection and are subject to the Collection Management Policy.
- All donations of collection materials are accepted on behalf of the Friends of the West Liberty Public Library. Library staff can provide guidelines for interested donors of what materials are accepted.
- Gifts of money, real property, or stocks shall be accepted if the conditions attached are acceptable to the Board of Trustees.
- Personal property, art objects, portraits, antiques, and related objects may be accepted. At the Board and the Director's discretion, items more appropriately described as museum objects will not be accepted. See Archive Collection Management Policy.
- No gifts are accepted unless given to the Library without restriction. All donations may be utilized, sold, or disposed of in the best interest of the Library. The Library reserves the right to refuse donations. While gifts to the Library as a governmental unit qualify as tax-deductible, donors should seek the tax advice of counsel or their accountant.
- Monetary gifts are also accepted through the West Liberty Public Library Charitable Fund and the Friends of the West Liberty Public Library.