

## **GIFTS TO THE LIBRARY**

### General.

The Galesburg Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions. Through donors, the library has been able to acquire materials that could not have been purchased otherwise. Library staff can supply, upon request, a list of needed materials for consideration by the donor.

### Donations of Books and Audio Visual Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. All audio visual materials (DVDs, music CDs, etc.) are donated to the Friends of the Library for their fundraising book sales. Out of the many books that citizens so generously give, some can be added to the collection. Some cannot because any library material, though of value in itself, may be: (1) a duplicate of an item which the library already has in sufficient number; (2) outdated – interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition – that would not justify the expense of processing it (that is, cataloging and preparing it for circulation). Books will be judged by the same standards of selection as those applied to the purchase of new materials. The Galesburg Public Library accepts gift books with the understanding that books deemed useful to the library collection will be retained and other books will be sold, given away, or discarded in whatever manner the librarian deems best. The library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

### Gift Book Program.

The library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the library can properly honor the generosity, donors should submit the Gift Book Program form.

### Donation of Art Objects and Other Types of Materials.

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

### Donations—Others, e.g. Monetary.

The library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director as authorized by the Library Board of Trustees. See separate Monetary Gifts to the Library Policy.

### Recognition of Gifts.

For memorial books to the library, the library may place within the book the name of the donor, if desired.

### Use of Gifts.

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

### Income Tax Statements.

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

### Restriction.

No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

Adopted 03/8/02  
Revised 8/6/09  
Revised 6/7/12  
Revised 7/3/14  
Revised 11/7/19  
Board of Trustees  
Galesburg Public Library