

Oskaloosa Public Library Policy:	Gifts
Adopted: Apr 1, 1997	Last Revision: December 2010

The library welcomes gifts of cash, bequests, insurance policies, legacies and the like. Unless otherwise requested, such gifts will be used for collection development or major projects deemed suitable by the Library Board of Trustees. Gift and bequests of \$1000 or more are usually given to the Library Foundation unless otherwise specified by the donor.

The Library Board of Trustees retains the right to make the most advantageous use of materials it chooses to accept. Gifts of books and other materials are accepted but without any commitments as to final disposition and with the understanding that they are not necessarily to be added to the collection. The library is under no obligation to replace gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or are of no further value to the library. The same criteria used for selection of regular library materials will be used in evaluating gift materials.

Gift materials will be shelved in the regular collection where they are most useful rather than on separate shelves that take them out of logical sequence.

As a general rule, the library does not accept materials that are not outright gifts. Certain objects that might be more appropriate for a museum are not accepted. Art and artifacts donated to the library, if deemed appropriate by the Board, may be displayed on a rotating basis in a designated area, to be determined by the director. All items that are meant to be hung must be matted, framed and ready to hang. Only finished products will be reviewed for committee acceptance.

The library staff may not assign a dollar value to materials given as gifts. A receipt may be given to acknowledge a gift but appraised value is for the donor to establish.

Recognition for gifts must receive prior approval from the Library Board of Trustees.

Oskaloosa Public Library Gift Item Wavier

The following waiver is necessary for our records. It can be used as a receipt for the items and may be used as an attachment to your Income Tax Return.

I hereby agree that the items given are governed solely by the wishes of the Library Board of Trustees.

As such these items may be utilized as needed; sold to raise funds for the Library, or given to another library if sufficient material is already in the holdings of the Oskaloosa Public Library, or disposed of in any other manner.

Further, I hereby relinquish all claim, now or in the future, to the items given.

Signature of Donor

Name of Donor (please print)

Address

Brief description of item(s): _____

Staff initials _____ Date _____