

## 16. GRIMES PUBLIC LIBRARY GIFTS & DONATION POLICY

### GIFTS AND MEMORIAL POLICY

Gifts accepted by the Grimes Public Library are judged upon the same basis as purchased materials. They are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs, condition of materials or inadequate shelf space may prevent their addition to the collection or permanent retention on our shelves.

When the library receives a cash gift for the purchase of memorial books or collection, the Library Director in consultation with the donor will make the selection.

The Grimes Public Library will not be responsible for the monetary valuation statement of the donation for tax or other purposes.

A receipt for donations will not be given unless otherwise requested.

Gifts must be legally owned by the Donor and free of liens or claims.

The library will try to conclude ownership of any items left anonymously.

Any items that are dirty, moldy or unusable for the library will NOT be accepted and must leave with donor or will be immediately thrown away in order to not harm the current collection or cause danger to the employees or building.

The Library Director will have final say of all donated material.

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Number of Hardback Books  
 \_\_\_\_\_

Number of Paperback Books  
 \_\_\_\_\_

Audio Visual (DVDs, CDs)  
 \_\_\_\_\_

Other  
 \_\_\_\_\_

\_\_\_\_\_  
Date of Donation

\_\_\_\_\_  
Staff Receiving Donation

\_\_\_\_\_  
Signature of Donor

200 N James St. Grimes, IA 50111  
PH: 515-986-3551 FAX: 515-986-9553

All gifts are subject to the Grimes Public Library Gifts & Donation Policy

Approved by the Grimes Public Library Board of Trustees: 03/07; 01/13; 11/15; 02/18