

Gifts to the Library

Revised 4/10/2018

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

(See Appendix I for Gift Forms)

Donation 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. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be; (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated – interesting, but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition - which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection [**see Collection Development**] as those applied to the purchase of new materials. The Clinton Public Library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the library deems best in accordance with Iowa law. The Library necessarily reserves the right to mix 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 or in honor of named individuals. In order that the Library can properly honor this generosity, a special form to record the information is used and should be completed. Memorial donations once gifted can't be refunded.

Donations – Monetary. The Library welcomes cash contributions. It is our custom to expend cash gifts on materials, equipment, or a project which generally is compatible to the donor wishes. 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 accept the donation with the restrictions requested. Gifts given without restrictions or used in compliance with restrictions are non-refundable and may be used, sold or disposed of in the best interest of the library.

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 under the auspices of the Library Board of Library Trustees subject to City of Clinton ordinances and Iowa law.

Donations – Other than 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 which generally is compatible 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 under the auspices of the Library Board of Library Trustees subject to City of Clinton ordinances and Iowa law.

Recognition of Gifts. For memorial funds used to buy books for the library, the library may place within the book the name of the donor, if desired, as well as the honoree. Accepted donations and memorials will be recorded in our gift remembrance book. Other donations will be included in the library's annual report and in our gift remembrance book.

Use of Gifts. Many gifts to the Library's collection are kept in circulation for long time, sometimes in perpetuity, depending upon the uniqueness or value of the gift. Memorials are retained as long as feasible. However, all gifts are accepted with the understanding that it may someday be necessary to sell or dispose of the items in best interests of the library. The Library cannot commit itself to perpetually house all donations. Unless a specific agreement is otherwise made at the time of donation (i.e. a specific restriction), all items donated irrevocably become the property of the library to be disposed of at the discretion of the Library Director.

Appendix I

Clinton Public Library. 306 8th Ave. S. Clinton, Iowa 52732.
Phone: 563-242-8441. Fax: 563-242-8162.

Gift Book Program (form)

I/we would like to contribute \$ _____ for a book(s) to be placed in the library. I have read and understand the library's donation and use of gifts policy and I understand my gift in non-refundable.

As a memorial for: _____
or in honor of: _____
on the occasion of a birthday, wedding anniversary, graduation, or other (please specify).

The subject matter we prefer for this book is (please specify if you have a preference)

The Library will notify the following that this donation has been added to the Library's collection in memory of or honoring the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship: _____
Name(s) of person(s) to be notified: _____
Address(es) of person(s) to be notified: _____

Donor Information

Name of donor: _____
Address of donor: _____

Please make checks payable to the: Clinton Public Library
Clinton Public Library. 306 8th Ave. S. Clinton, Iowa 52732.
Phone: 563-242-8441. Fax: 563-242-8162.

Gift Agreement Form

Donor Date _____
Address _____

(Street) (City) (State) (Zip)

Description of material donated: _____

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

I hereby agree, by my signature below, to transfer legal title of the gift to the Clinton Public Library, and understand that all gifts of items or money are irrevocable unless specifically stated restrictions are agreed and accepted by the Library in advance of the donation. The Library specifically reserves the right not to approve any requested restrictions.

Unrestricted gift _____ Restrictions (please specify): _____
I have read the gift policy provisions of the Clinton Public Library and agree that they are acceptable.

Donor signature: _____ Date: _____