

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

GIFTS POLICY

The library welcomes gifts of all types including library materials, money, and real property. The library, however, reserves the right to refuse gifts it feels are inappropriate, and to dispose of gift materials as its needs dictate.

Gifts of library materials are accepted if they fit with the scope of the Materials Selection policy. Materials purchased as memorials will be selected for their long term usefulness and will remain in the collection for many years. Gift materials will not be shelved in any special section, but will take their place with the regular collection. Gift books may be identified with a book plate giving the name of the donor.

Gifts of cash also can be directed to the Bertha Bartlett Public Library Foundation or designated for current purposes.

Gift items will be withdrawn from the library according to the same principles as purchased items. The library cannot assume the responsibility for notifying the donor of the withdrawal.

All gifts to the library are tax deductible. The library cannot provide donors with an estimate of the gift's value for tax purposes. A letter of recognition and appreciation will be sent for donated gifts. Donors can complete a form to use for tax purposes that identifies quantity, not value.

The Bertha Bartlett Public Library is a non-profit, tax supported agency. It is our policy not to make gifts or donations to other individuals, groups, or organizations.

Approved 4/1985

Reviewed 10/18

Revised 7/2000

Reviewed 2/02, 8/04, 1/08

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