

## **Waterloo Public Library**

### **GIFT POLICY**

The Waterloo Public Library welcomes gifts of library materials, money or real property. These gifts help enrich and improve public library resources.

Monetary contributions are added to the library's account administered by the Community Foundation of Waterloo/Cedar Falls and Northeast Iowa. Unrestricted funds will be used at the discretion of the Library Board of Trustees.

Memorial books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate and noted in the online catalog.

Used books and paperbacks can sometimes be used in the library's collection. Items not needed by the library are sold by the Friends of the Library. Used magazines are also given to the Friends.

Generally the library does not accept textbooks, or books in poor physical condition.

The library may or may not accept donations of specialized collections. Decisions will be made on an individual basis by the Library Board of Trustees, based on recommendation of the Library Director.

The library applies the same criteria for evaluating gifts as it applies to purchasing materials. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

All gifts are tax deductible and the library will furnish a statement for tax purposes, but does not place a financial value on used items.

No gifts are accepted unless given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library. All donations are accepted only if the Library Director feels they can be utilized by the Library.

**Amended by Board of Trustees. 6/05/14**

**Reviewed by Board of Trustees. 2/09/09**

**Reviewed by Board of Trustees. 1/09/06**

**Adopted by Board of Trustees. 4/14/03**