

Waverly Public Library
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Waverly Public Library Gifts Policy

The Waverly Public Library Board of Trustees recognizes that donors may wish to assure the perpetuation or enrichment of the library. To welcome donors, the following policy is established.

1. Types of gifts.

- a. **Items for the direct public access collection** shall meet the provisions of the Materials Selection and Collection Development Policy.
- b. **Money or property** shall be accepted if consideration shows the gift to be manageable for library purposes as determined by the Library Board and Director.
- c. **Money or property designated for specific purposes** shall be accepted if those purposes are in keeping with the Library's mission as determined by the Library Board and Director.
- d. **Gifts requiring appraisal** shall be appraised through the donor with the cost of such appraisal borne by the donor.
- f. **Gifts of time and talents** shall be welcomed in keeping with the library's mission as determined by the Library Board and Director.

2. Consideration.

A committee appointed by the President of the Library Board of Trustees and including the Director shall consider gifts offered to the library based on.

- a. **Value to the community** in keeping with the Library's mission.
- b. **Maintenance** requirements and costs.
- c. **Stipulations** associated with the gift.

3. Ultimate use.

Gifts may be declined or accepted. If accepted, the Library Board and Director shall have control over the use or disposition of a gift.

4. Recognition.

Acknowledgement is important in building good relationships with donors and volunteers. Plaques, legends, or other signage commemorating a gift or establishment of naming opportunities may be considered by the Library Board and Director.

Adopted 2/25/2003 pc

Reviewed. No change. 10 26 2004

Revision approved 8-14-07 smr