

DONATIONS AND MEMORIALS

The Hawkins Memorial Library welcomes gifts, donations and memorials. These gifts help enrich and improve public library resources.

Monetary Donations:

Monetary contributions are deposited in the Library Trust Account. Funds from this account are allocated by the Library Board for the purchase of materials or programs that are beyond the scope of the regular budget. Donors may request that their donations be used for specific purposes, as long as they are compatible with the purpose and goals of the library.

Adopt-a-book Program:

In addition to general monetary contributions, the library also has a program to encourage the donation of funds for the purchase of specific materials. Persons interested in “adopting” a book, magazine, author, genre, format, etc. are asked to complete a form indicating what they would like the library to purchase and the maximum they are able to contribute. Library staff then order and process the specified items. The person “adopting” donates the purchase price and has the first opportunity to check the item out. Recognition book plates are placed in all items if format allows.

- A. Persons wishing to adopt an item are asked to complete a form indicating what they would like purchased, the maximum they are able to pay, and what information they would like on the book plate.
- B. Adopted books will be shelved with the books from the regular collection.
- C. Adopted materials will be evaluated and removed from the library’s collection using the same criteria as is used for the regular collection.

Memorials:

The Library accepts monetary donations for the purchase of Library materials in memory of or in honor of individuals. Memorial books or other library materials may be donated in honor of a friend or relative. Persons wishing to donate memorial books are encouraged to contact the library prior to selecting a title to donate to ensure that it can be utilized in the collection. Recognition Book Plates are placed in the book.

- A. Persons wishing to donate funds for the purchase of a memorial item are encouraged to complete a form indicating the title, subject or other information regarding the types of materials to be purchased, dollar amount to be spent, and what information they would like on the book plate. It is important that names on the form are written and spelled as they are to appear in the acknowledgement and bookplate.
- B. When selecting a title to use as a memorial book, the librarian will try to select something from within an area of interest of the person being remembered.
- C. Memorial books will be shelved with the books purchased from the general account. Maintaining a separate “Memorial Collection” makes it difficult for patrons to locate books in the library.

- D. Memorial books will be evaluated and removed from the library's collection using the same criteria as is used for the regular collection.
- F. The funeral directors in the area should be informed that the library accepts memorial contributions and books so they may pass this information on to families.
- G. Memorials other than books will be accepted when they are appropriate to the goals and services of the library.

All donations, gifts, and memorials are tax deductible to the extent provided by law. The library, upon request, will furnish a donation statement, but will not place a financial value on any items.

All gifts become the sole and absolute property of Hawkins Memorial Library and may be utilized, sold, or disposed of in the best interests of the library. In all cases, the library reserves the right to refuse a gift of any kind, memorial or otherwise, if it is not compatible with the purpose and goals of the library. Such decisions will rest exclusively with the Library Board of Trustees.

Adopt-a-Book Form

Hawkins Memorial Library is happy to purchase the materials you would like to adopt. We ask that you fill out the following form to insure that the correct materials are purchased and accurate information is included on the book plate.

Author: _____

Title: _____

(If you want to adopt every new title published, please write all. If you want to donate a specific title, please indicate that title. If you want to purchase all books in a series, please state the series title and all.

Format: _____

Maximum cost: _____

Information for Book Plate:

Adopted by: _____

Adopted in honor of: _____

Other: _____

Contact information:

Name: _____

Address: _____

Phone number: _____

Signature: _____

Memorial Gifts Form

Hawkins Memorial Library is happy to receive memorial gift books. The library asks that you fill out the following form to insure that all information on the book(s) is correct and that suitable materials are purchased.

Title and author, subject area, or type of material preferred:

Maximum cost: _____

Information for Book Plate:

In Memory of: _____

In honor of: _____

Other: _____

Date: _____

Donor Name: _____

Address: _____

Telephone Number: _____

Signature: _____

Monetary Donations Form

Hawkins Memorial Library is happy to receive monetary gifts. The library asks that you fill out the following form to insure that all information on the use of monetary gifts is correct and that expenditures are made in a suitable manor.

Monetary contributions are often deposited in the Library Trust Account. Funds from this account are allocated by the Library Board for the purchase of materials or programs that are beyond the scope of the regular budget. Donors may request that their donations be used for specific purposes, as long as they are compatible with the purpose and goals of the library.

Date: _____

Donor Name: _____

Address: _____

Telephone Number: _____

Donation Amount: _____

I request that my monetary donation be used for (please check all acceptable options):

- To be determined by the Library Board of Trustees
- To purchase these items for the library (please be specific): _____

- To be deposited in the Library Trust Account for general library use as needed
- To be deposited in the Library Building Fund and may be used for:
 - Repairs (restore to a good or sound condition after decay or damage)
 - Refurbishing (make neat, clean, or complete, by renovating, re-equipping, or restoring the current facility)
 - New construction (of recent origin or production)
 - Upgrade (an addition or alternate facility expansion)
- Other _____

All gifts to the library will be recognized annually in an addendum to the library's annual report. This report will list donations received by each entity that supports the library. Donor's names will be listed unless they wish to remain anonymous, as indicated by checking the box below. Donor recognition will also include the names of persons honored or memorialized.

I request to remain anonymous and to not be listed on the Library's annual report.

The Hawkins Memorial Library Trust Fund is administered by the Library Board of Trustees. This fund is a vehicle for designated gifts to the library, handles donations in honor or memory of specific individuals, and handles donations intended to support the library by defraying expenses outside of the library's normal operations budget.

Monetary gifts, bequests, endowments and memorial or honorary contributions benefit the library by providing diverse revenue sources. Hawkins Memorial Library operates under the umbrella of the City of La Porte City, a political subdivision of the State of Iowa. Charitable contributions to such organizations are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

The Library Board of Directors will use these funds for the specified restricted purpose to the extent possible, but in the event the purpose is non-existent, the Library Board of Directors reserves the right to redirect the funds at its sole discretion after 5 years.

If you have questions or concerns about the information on this form, please contact the Library Director.

Signature

Date

Approved by the Library Board of Trustees 3/9/2015