

# **Hawkins Memorial Library**

## **Gifts Policy**

Hawkins Memorial Library welcomes gifts of library materials, money or real property. These gifts help enrich and improve public library resources.

All gifts become property of Hawkins Memorial Library upon receipt. Gifts with restrictions may be accepted if the Director and/or Library Board of Trustees deem the restriction to fall within the library and community need. 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 benefit the Library.

Monetary contributions are added to the library's trust account administered by the Library Board of Trustees. 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.

Used books and paperbacks can sometimes be used in the library's collection. Items not needed in the library collection may sold by the Library, used in the Little Libraries located in La Porte City, or donated to another government entity. 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 Gifts will be withdrawn in the same manner as purchased material.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.

*Approved by the Library Board of Trustees 3/9/2015*  
*Reviewed and approved 12/16/2019*  
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