

## Waterloo Public Library - Gifts & Donations 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 Northeast Iowa, the Waterloo Community Foundation, Friends of the Waterloo Public Library, or the City of Waterloo. 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 at request, can be marked with a special bookplate and noted in the online catalog.

Gently used books and paperbacks can sometimes be used in the library's collection. Items not needed by the library may be sold by the Friends of the Library, recycled, or disposed. Magazine issues published within the last 12 months can also be 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 Gifts will be withdrawn in the same manner as purchased material.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 blank receipt for tax purposes, but does not place a financial value on used items.

Any gifts with restrictions may not be accepted if the Director or Library Board of Trustees deem the restriction to fall outside of the library and community need, reserving the right to utilize gifts in the best interest of the library.

Amended by Board of Trustees. 2/13/2020

Amended by Board of Trustees. 6/05/2014