

Fort Dodge Public Library

Gifts and Donations

Purpose

The Fort Dodge Public Library welcomes donations to further its mission to provide all patrons with fair and equal access to a wide variety of materials, programs, and services. The Library partners with the Fort Dodge Public Library Foundation and the Friends of the Fort Dodge Public Library to ensure donors have a variety of opportunities and options for supporting the Library. The Board of Trustees, in cooperation with the Foundation and Friends of the Library, makes every effort to inform potential donors of these options.

Acceptance of Donations

Acceptance of any donation, including cash, securities, or real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, the laws and regulations that govern ownership of the donation, and the Library's ability to meet any requirements associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to the Fort Dodge Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Board will not accept donations which would require or cause the Library to act in violation of established policies. The Board reserves the right to consider, accept, or decline acceptance of any donation, including gifts with restrictions, art, collections of any type, furnishings, or artifacts.

Gifts, bequests, or donations of real estate, real property, or personal property are subject to appraisal, title search, and boundary surveys at the expense of the donor before the donation will be considered by the Board.

Gift Monies/Funds

Monies received from gifts or bequests for memorials will be used for the purchase of materials, equipment or to help fund special programs or projects. Selection will be made by staff in accordance with the collection development policies of the Library. When possible, staff will choose materials compatible with the interests of the donor or person being honored.

Donated Materials

Donated materials become the property of the Fort Dodge Public Library. They may be added to the collection in accordance with the Library's collection development policies, given to the Friends of the Fort Dodge Public Library for sale, donated to another local non-profit organization, another library, recycled, or discarded. Items will not be returned to the donor and may be withdrawn according to the Library's collection development

policies. Upon request, the Library will provide a receipt for donated items but will not state a value or fair market price for the items.

Recognition

The Library Board of Trustees has sole authority to determine how donors will be formally recognized in the Library or on Library property. Materials added to the collection may be acknowledged with a bookplate and note in the cataloging record identifying the donor and/or the person being honored. Other methods of recognition regarding gifts or donations may be evaluated and recommended to the Board of Trustees by the Library Foundation or Friends of the Library.

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