

## **DRAKE COMMUNITY LIBRARY DONATIONS**

Drake Community Library welcomes physical and monetary donations to broaden the resources of the Library for its users.

### **Monetary Donations**

Three entities exist with the ability to receive private donations on behalf of the Library: Drake Community Library – a department of Grinnell’s municipal government.

Donations made directly to the Library support facility improvements, enhanced programming efforts, and supplement purchasing of materials and online resources. Donations made directly to the Library may not be transferred or donated to an agency or entity outside of City of Grinnell financial control.

Friends of Drake Community Library – a 501(c)(3) non-profit organization. Donations to Friends of Drake Community Library provide support for library services through the purchase of materials, special equipment, programming, and online resources.

Drake Community Library Endowment Fund – an endowed fund held at the Greater Poweshiek Community Foundation. Donations to the Endowment Fund are invested to provide annual income for future generations of library users.

Monetary donations may be designated for a specific purpose upon approval of the Library Director.

### **Memorials and Tributes**

Donations greater than or equal to \$2000 may be recognized within the Library by means of placard display if the donor so wishes. The duration of such recognition is not guaranteed in the event of demolition or functional changes within the Library.

Donations for the purchase of library materials may be given in honor of or in memory of a friend or loved one. A recognition book plate is placed in the purchased material. The Library will work with the donor to select appropriate titles in accordance with the “Materials Selection” policy of the Drake Community Library. The duration of such recognition is not guaranteed in the event the material is withdrawn from the Library collection.

### **Physical Donations**

The Library Director must approve any physical donations other than materials for the library’s collections before items are brought to the Library.

Books, magazines, and audio-visual materials are gratefully accepted by the Library under the following conditions:

1. Donated materials must be free of mold and other physical damage.
2. Textbooks, condensed books, and encyclopedias are not accepted.
3. All materials become the property of the Library and may be disposed of at the discretion of the Library.

If conditions are attached to any gift, those conditions may need to be approved by the Library Board of Trustees. Items left anonymously at the Library will be considered lost items and treated as such. A gift to the Library may represent a tax deduction for the donor. The Library staff cannot, however, provide the prospective donor with an appraisal of any gift.

Drake Community Library procedures and forms exist to facilitate the acceptance of monetary and physical donations.

Adopted: 02/28/2013

Revised: 03/24/2016

Reviewed: 05/02/2019