



## **Gifts and Memorials**

### **I. General Policy**

The library reserves the right to make the most advantageous use of materials it accepts. Gifts of books and other materials are accepted but without any commitments as to final disposition and with the understanding that they are not necessarily to be added to the collection. The same criteria used for selection of other materials will be used in evaluating gift materials.

As a general rule, the library does not accept materials which are not outright gifts. Certain objects which might be more appropriate for a museum are not accepted.

### **II. Memorial Books**

The library welcomes gifts of books and other library materials as memorials.

- A. Donors wishing to present a memorial gift should contact the Director's office.
- B. Materials accepted must conform to the criteria established for selection of books and other materials.
- C. The donor may make a specific request for the use of the contribution or may leave the selection to the discretion of the Director. If the person honored had a specific field of interest, materials reflecting that interest often are purchased.
- D. Checks for memorials must be made payable to the Hiawatha Public Library.
- E. Materials carry a gift plate showing the name of the donor and the person honored.

Adopted 8/9/11

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