

## **BETTENDORF PUBLIC LIBRARY INFORMATION CENTER GIFT AND DONOR POLICY**

### **Purpose**

This policy provides library staff and the public with guidelines to be used in the facilitation of donations made directly to the Bettendorf Public Library Information Center.

The Library appreciates and welcomes gifts and donations, including but not limited to: library materials (in new or like new condition), money, or personal property. These gifts help enrich and support public library services.

Unless otherwise specified by the donor, at the time of donation gifts such as: contributions by corporate or philanthropic organizations; bequests or gifts by will or trust; memorials donations; securities, allocations or distributions from external foundations or investment entities; or real estate, will be forwarded to the Bettendorf Public Library Foundation, which is established to facilitate gifts of this type. (See Library Foundation for details)

All gifts are subject to review by the Library Director, trustees and/or their representative to ensure that the donation meets with the spirit and intention of the donor and the Library's mission.

### **Monetary Contributions**

Monetary contributions specifically for donation to the Bettendorf Public Library Information Center are deposited into the Library's Gift Fund which is allocated by the Library Board of Trustees in support of library services or operations which fall outside the Library's general operating budget.

### **Memorials**

Monetary donations may be designated specifically for the purchase of library materials or equipment in *honor* or *memoriam* of an individual, organization or group and are subject to the Library's *Collection Development Policy*, as approved by the Library Director or designee. Materials ordered in honor or memory of an individual or organization will be marked with a bookplate or other signage, as appropriate to the item. It is expected that every effort will be made to utilize the gift promptly and notify the donor and honoree of the gift, as requested. Policy sections entitled *Naming* and *Recognition*, may apply. (p. 2)

### **Used Materials**

Gently used books, paperbacks, DVD's, CD's or other media may be donated to the Library to be used in the Library's collection. Items not added to the collection may be sold by the Friends of the Bettendorf Public Library.

Generally, the Library does not accept textbooks, encyclopedias, digests or books in damaged or poor physical condition. Used magazines and materials or media no longer collected and circulated by the Library are transferred to the Friends of the Library for resale.

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The Library does not accept all donations. A decision will be made on an individual basis according to the Library's needs and Collection Development Policy.

The Library applies the same criteria for evaluating gift/donated items as in the purchase of new materials. Donated items will be withdrawn according to the same guidelines as purchased material. The Library is not required to notify donors of withdrawal or replacement of gift/donated items.

### **Recognition**

Donor Recognition may include naming of specific funds, programs, facilities, spaces and fixtures associated with the Bettendorf Public Library Information Center. Donors who wish to remain anonymous should indicate their intent at the time of donation.

The Library Board of Trustees and/or Library Director will determine the manner in which donations and individuals are recognized. Recognition of donation may include plaques, fund titles, reports, signage, and news releases.

All monetary donations shall be acknowledged in writing, as soon as possible, upon receipt of the contribution. Such correspondence shall include proper tax information. In the case of memorial or gift contributions, an acknowledgement shall be sent to the honoree or the family of a memorialized person, as applicable.

### **Naming**

#### **Individuals/Families**

Consideration in *naming* of any specific funds, programs, facilities, spaces and fixtures associated with the Bettendorf Public Library will be evaluated upon the receipt of a minimum of 51% of the estimated value of the designated area or resource to be donated/funded/named. As with all donations, the source of the gift/donation must be in accordance with the spirit and intent of the Library's mission.

Signage for named spaces or areas within the Library shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. A plaque shall be featured in such space with all references to the named area in promotional materials, directional signage, and library documents to include the name of the individual, family, or corporation. Plaques shall be of standard size and appearance. Standard inscription shall be determined by the Library Director, as befits the gift and/or location of the sign.

#### **Corporations/Organizations**

Corporations that exemplify standards and practices compatible with the Library's mission and purpose and, in the opinion of the Board of Trustees, reflect a

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positive influence on the Library and City of Bettendorf may be eligible for donor naming and recognition, with exception of the library building.

### **Corporate Name Recognition**

All signage and plaques for corporate name recognition will follow the same guidelines as signs and plaques for individuals. Corporate and privately owned business logos will be excluded from such signs and plaques to avoid appearance of commercial influence.

### **Duration and Removal of Naming or Name Recognition**

As determined at the sole discretion of the Library Board of Trustees, or Library Director as designee, the naming or name recognition of a library room, special use area, or specialized collection, shall end under the following circumstances:

- A building, room, special use area, or item from the collection is to be withdrawn, demolished, or otherwise eliminated from the facility.
- A building, room, or special use area changes function to the extent that the purpose originally intended in the naming or name recognition of the space is no longer relevant.
- An individual or corporation is deemed to be incompatible with the mission and values of the Bettendorf Public Library Information Center or City of Bettendorf.

### **Tax Deduction**

Some gifts or donations made to the Library may be tax deductible and the Library can provide a statement for tax purposes upon request, as applicable. Library staff, trustees, nor Friends of the Library can place a monetary value on any donation.

### **Restrictions**

Restrictions may not be placed on gifts or donations, unless approved in advance by the Library Director. All gifts may be utilized, sold or disposed of at the discretion of the Library Director and/or their designee, in accordance with library policy.

Note: Donations made directly to the Bettendorf Public Library Foundation or Friends of the Bettendorf Public Library are facilitated and recognized directly by these separate agencies. Donors are encouraged to contact these groups, directly, for details.

Approved by the Board of Trustees 1/87  
Revised 2/09, 4/14, 11/15, 5/12/16, 12/14/17