

6.2 Gifts and Donations Policy

Pella Public Library

Adopted: 10/10/06, Last revised 5/9/2017.

The Pella Public Library welcomes monetary gifts and gifts of new or like-new books, audio recordings, movies, and other materials. Donated items may be added to the collection in accordance with the selection policy of the library. Donated items become the property of Pella Public Library, and may be given to other libraries or sold to the Friends of the Library if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift added to the collection must be withdrawn. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the request of the donor if the request meets the selection policy of the library. Books, movies and other circulating materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, donors of other items will be recognized whenever possible through plaques, provided that the cost is included in the gift. The library board will have final approval in the design of the plaques. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of furniture, equipment, real estate, stock, artifacts, works of art, collections, landscaping items, designated gifts, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. The library board reserves the right to decline any gift.

On behalf of the Friends of the Library, the Pella Public Library is a collection point for new and used books, audio recordings, videos, and similar materials for book sales. Potential donors may refer to the Friends' "Donation Guidelines" for more information.