

## **Geneva Public Library Donations, Gifts, and Memorials Policy**

Geneva Public Library has established this Donations, Gifts, and Memorials Policy to provide guidelines for the handling of donations and gifts to the library and to show the processes by which these donations and gifts are handled.

### **Cash Gifts**

Gifts of money will be gratefully accepted by the Board of Trustees and, as per Nebraska State Statute §51-209, shall be held by the City of Geneva. The Geneva Public Library may choose to decline cash gifts which come with restrictions which are not accepted by the Library Director and/or the Board of Trustees. If requested, the library will issue of a letter of receipt acknowledging the gift. Gifts of money may also be made payable to the Geneva Public Library Foundation. These funds shall not be held by the City of Geneva, but will be held by the 501(c)<sup>(3)</sup> Foundation, in support of the Geneva Public Library.

### **Non-Cash Gifts**

The Geneva Public Library accepts donations and gifts of clean books, DVD movies, audiobooks on CD, periodicals, jigsaw puzzles, and other materials to be considered by library staff, from pet-free and smoke-free environments. It shall be understood by the donor and the library that donated items or gifts may only be added to the collection if they are determined to be necessary, relevant, or of interest to the patrons of the library and/or the community. There is no guarantee donated materials will be added.

The library does not assign a monetary value for tax purposes to these donations and gifts; this is the responsibility of the donor. However, the donor may complete a Donation Acknowledgment form at the time of their donation, on which they may assign a monetary value of their choosing as well as provide details of the amount, size, and condition of the donated or gifted materials.

The Geneva Public Library uses similar principles of selection as those applied to purchasing materials when considering the addition of donated or gifted materials to the collection. The decision to add an item is ultimately at the discretion of the Library Director. The library may choose to not add a donated item including, but not limited to:

- The item already in the library's collection in better or similar condition.
- The item is not relevant or of considerable circulation value to the library.
- The item is in poor or unsatisfactory physical condition.

All donated items will be considered by library staff for addition to the collection. Only those materials in extremely poor condition will be discarded. Donated materials which are not

added to the collection will be considered for book sales, library programming, third-party entities for resale or recycling, and/or locally recycling.

**Memorial & Honorary Gifts**

If requested, any gifted materials added to the collection will include an appropriate plate identifying the donor or who the item is donated in honor of, or in memory of. Memorial and honorary gifts are subject to the Geneva Public Library’s principles of collection management, and thus may be deemed inappropriate for addition to the collection or weeded based on physical condition, merit, or relevance.

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This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... 9/26/2017

Reviewed and Revised by the Library Board of Trustees ..... 7/25/2023

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