

Gifts (Special Collections/Non-Monetary)

1. Records Kept

The Treasurer will maintain an Internal Memorial Book that includes the donor's name, address, telephone number, email address, the nature of the gift and, if applicable, the name of the individual memorialized. The Internal Memorial Book is kept at the Jordanville Public Library.

The Treasurer will maintain a Public Memorial Book that includes the donor's name, the nature of the gift and, if applicable, the name of the individual memorialized. The Public Memorial Book is available at the Jordanville Public Library.

2. Condition of Acceptance

The Library will accept gifts under the following conditions:

A. Gift materials will be judged by the same material selection standards that apply to purchased materials.

B. No gift materials will be accepted for which the donor places restrictions or special conditions. No "strings" attached that will restrict the usefulness or hamper the effectiveness of the gift.

C. Gift materials will be accepted with the understanding that this library reserves the right to utilize however they choose. Gift materials may be added to the collections, sold, given to other libraries or discarded.

D. Gift items will be formally acknowledged. This Library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.

E. Gifts of real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all current laws.

F. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Trustees and the Library Director.

G. The Library will accept no property, books, portraits, etc., on loan.