

## **Gifts, Memorials and Donations**

### **Policy**

The Irving Public Library appreciates and encourages gifts and donations from groups, individuals, foundations, and corporations. These contributions are vital to the future of the Library and its services. The Library is prepared to receive materials, money, and other types of gifts and donations.

### **GIFTS**

- Major gifts to the Library may be accepted by the City Council upon recommendation of the Library Board, the Library Director, and the City Manager. Major gifts may include but are not limited to land, buildings, art objects, and substantial collections of books or other materials that have a significant monetary, historical, or literary value.
- Donated materials will be added to the collection if they meet criteria set out in the Library's Collection Development Policy. The Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations.
- The Library actively encourages monetary donations. Monetary gifts can be made directly or indirectly through nonprofits actively working with the library. Determination as to the expenditure of such gifts remains with the Library after consultation with the donor.
- Individual Library staff cannot accept gifts or money for the services they provide as employees of the City of Irving. Appreciative customers are encouraged to make contributions to the Library as a whole.

### **MEMORIALS**

- Memorials and tributes are accepted in the form of monetary donations to a special fund administered by the Irving Public Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.
- In those instances where an individual wishes to donate a memorial book from a personal library, the decision to accept the gift will be based on the Library's Collection Development Policy.

### **DONATIONS**

- The Library accepts donations of books and other items in good condition with the understanding that the donated items become the property of the Irving Public Library, and that the Library may use the donated items as it deems best. The Library reserves the right to dispose of any gifts that are given to the Library. Gifts received by the Library that are not added to the collection shall be forwarded to the Friends of the Library for their disposition. The proceeds from any sales shall accrue directly to the benefit of the Library, consistent with accepted library policies and services.
- Upon donation of materials and upon the request of the donor, a receipt may be given acknowledging the donated items. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.