

Memorials and Donations Policy

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The Groves Public Library welcomes gifts of library materials (with exceptions—see exceptions at the end of the policy), money or real property. These gifts help enrich and improve public library resources.

Patrons are encouraged to remember a loved one or honor a loved one by giving **cash donations** to the library with the purpose of designating a book as a memorial.

Once an item is donated, it becomes the property of the Groves Public Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded 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.

Memorial gifts/Honorarium Gifts

To have a book purchase placed in the library in honor or in memory of someone, a patron may make a donation in cash or check (made out to the City of Groves). The minimum donation for a hardcover adult book whether it is non-fiction or fiction, children or adult is \$30.00. For \$50, we will purchase two books, for \$75, we will purchase three books and so on. Large print books are more costly and start at \$35. We do not accept previously purchased books as memorials. The library will make every effort to consider your recommendation, but we reserve the right to make the final decision.

Our Memorial Process

1. The library director's assistant receives the information regarding the specifics of the memorial/honorarium.
2. The director's assistant researches to find a book(s) that will be suitable for the memorial. When that book or books is located, the director makes an order. The director attempts to get the most current titles available that match what the donor specified (if anything) for the memorial.
3. After the book(s) have been chosen, the director's assistant composes an acknowledgement letter to the family of the person being remembered.

4. The director's assistant makes two copies of the letter. Letters are approved and signed by the director before mailing. One is mailed to the family of the person being remembered and another to the patron who made the donation. This is to ensure that the donor has a record of their gift and that it is on its way to being processed.
5. After the book(s) is received, it is processed and readied for circulation. A plaque is placed inside the book with the name of the person being honored or memorialized and the name of the donor of the memorial.
6. We will not accept all donated books as memorials. Donated items must meet current library standards. We ask that persons wishing to make a memorial or in honor donation give us a monetary donation and allow us to order the title. This is because donated books as memorials in honor of a loved one may duplicate what we already have on our shelves or have on order.
7. We will enter memorial titles into our circulation system so that we can aid the families in calling up the titles for future viewing. The record of the memorial will also be entered on the library's website.
8. The Library does not set aside a special section or set of shelves for memorial or Gift books.

Donated Books

Patrons and the public in general are welcomed to donate books to the library at any time. Items not needed by the library are set aside so that they may be sold in our Book Nook or our yearly book sale. Proceeds from that sale go toward items the library needs. The library does not accept textbooks, or books in poor physical condition. The library applies the same criteria for evaluating gift items as it applies to purchase materials. The library also reserves the right to catalog, exhibit or dispose of the gift as it deems appropriate. Donated items that fill a need in the collection are added. However, most go directly to the book sale. We have learned from long experience what sells and what doesn't. We have to be selective because of storage limitations and the labor involved in sorting so many items.

Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items. The library will furnish a receipt, but does not have to place a financial value on used items. All books should be in good condition. We will not accept books with torn pages or covers that have notes or highlighting on the pages. We will not accept books that are damaged or mildewed.

The library will not accept the following:

1. Textbooks either in hardcover or paperback.

2. Reader's Digest Condensed Books.

3. Old magazines, especially common titles such as Reader's Digest and National Geographic.

Exceptions can be made with librarian discretion.

Gifts

The library staff are not allowed to accept gifts in any form: money, presents, etc. for their service. They are paid personnel of the City of Groves, and it is their job to serve the public.

Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

The library does not accept any gift that is given with restrictions. All gifts given to the library may be utilized, sold or disposed of in the best interest of the library.

The Groves Public Library welcomes donations, gifts, legacies and endowments that promote and enhance the collection, services, and programs of the library. Commercial donations of funds, printed material, equipment, supplies, performers, or expertise that complement and support a library objective may also be accepted under conditions.

Bequests, In-Kind Gifts, Personal Property

The Library has long been favored by public-spirited citizens as a beneficiary of gifts because it is a democratic, educational institution carrying on from generation to generation a great, free, humanitarian service to young and old, sick and well, rich and poor of every race, creed, and station of life. Changing social and economic conditions have produced a need for new ideas, for testing methods, and for departure from previous practices in this field of private beneficence.

Although the American Library Association believes and declares that the community served is primarily responsible for the financial support of its public library, it further believes that private philanthropy and private initiative still have important roles to play in the building of library resources in America, and in extending, enriching, and improving the service of the library.

We believe that one way to broaden the base of giving to libraries is to interest a large number of people in writing bequests into their wills, and it recommends that libraries let it be known that a modest bequest may be made with just as much sincerity and dignity as a large one and that it is just as acceptable to the library.

We believe that insurance policies, including annuities, offer a form of gifts to libraries, the possibilities of which have as yet not been fully explored, and it recommends that libraries be suggested as the beneficiaries of such policies.

We recommend that, in recognition of the economic situation, any program for gifts and bequests should be formulated carefully and with long-term objectives which should be kept constantly in the public mind. We believe that memorials in the form of funds for library purposes have a strong appeal to many people because they present the opportunity to carry on the life interest of an individual or a group and can continue a beneficent service through the years. It recommends, therefore, the encouragement of such memorials.

Restricted donations are those to which the donor has defined specific terms, conditions and purposes. Unrestricted donations are those to which the donor has not specified terms, conditions or purposes. Donors may specify the purposes to which income may be used, but when setting terms, please remember to leave the library latitude to respond to changing times and circumstances.

Other Gifts

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at that time. The Library Director and the City of Groves will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the Library's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

All gifts and donations accepted become the property of Groves Public Library and may be sold or discarded as the library sees fit.

Commercial Promotion

Offers to participate in commercial promotion, e.g., coupons, contests, advertising, costumed characters, are generally not accepted. If there is a strong and valid connection to a specific library program, the library may choose to incorporate or solicit such an offer. The library accepts no obligation to a commercial establishment that has made a donation, believing that the favorable corporation image created by the donation is sufficient.

Gifts of Historic Books or Papers

Gifts to the library in the area of historic books or papers can be made with a letter of understanding that specifies, if such materials are removed from the library's collection, they are returned to the donor or estate.

Exceptions: While we cannot take previously owned books as memorial or honoree donations, we do welcome the donation of good, clean, current materials. Often we can use these books in our collection. If not used in the collection, the library will turn them over for the book sale. The items donated will be judged on age, condition, relevance, and so forth.