

## **DONATIONS AND MEMORIALS**

The James Kennedy Public Library welcomes gifts of library materials, money, or property. These gifts help enrich and improve public library resources.

### **Monetary Donations:**

Monetary contributions are deposited in the Library Trust Account. Funds from this account are allocated by the Library Board for the purchase of materials or programs that are beyond the scope of the regular budget. Donors may request that their donations be used for specific purposes, as long as they are compatible with the purpose and goals of the library.

### **Adopt-a-book Program:**

In addition to general monetary contributions, the library also has a program to encourage the donation of funds for the purchase of specific materials. Persons interested in “adopting” a book, magazine, author, genre, format, etc. are asked to complete a form indicating what they would like the library to purchase and the maximum they are able to contribute. Library staff then order and process the specified items. The person “adopting” contributes the purchase price and has the first opportunity to check the item out. Recognition book plates are placed in the book.

- A. Funds received to “adopt” books are deposited in the Library Trust Account. Invoices for adopted books are paid out of the Library Trust Account.
- B. Persons wishing to adopt an item are asked to complete a form indicating what they would like purchased, the maximum they are able to pay, and what information they would like on the book plate.
- C. Adopted books will be shelved with the books purchased from the general account.
- D. Adopted materials will be evaluated and weeded using the same criteria as is used for the regular collection.
- E. If possible, adopted books that are withdrawn from the collection will be offered to the adopting person before being added to the Friends book sale materials. Purchase price will be the current price of similar materials in the On-going Materials Sale.

### **Books and Other Materials:**

Gifts of books and other materials, including used books, will be accepted. However, the library reserves the right to determine what use may be made of them. For example, some items may be duplicates. In such cases, materials may be held for sale, turned over to the Friend’s group or other organizations, or disposed of in some other manner. Such decisions will be determined by the library director.

Gifts of items other than books and materials will be accepted at the discretion of the Library Art and Furnishings Committee. Among the criteria on which the decision shall be based is the appropriateness of the item to the building and its décor, and the impact on the operations of the library. The Library Art and Furnishings Committee consists of three Library Trustees appointed by the Library Board President.

## Memorials:

The Library accepts monetary donations for the purchase of Library materials in memory of or in honor of individuals. Memorial books or other library materials may be donated in honor of a friend or relative. Persons wishing to donate memorial books are encouraged to contact the library prior to selecting a title to donate to ensure that it can be utilized in the collection. Recognition Book Plates are placed in the book.

- A. Funds received for memorials are deposited in the Library Trust Account. Invoices for items purchased for memorials are paid out of the Library Trust Account.
- B. Persons wishing to donate funds for the purchase of a memorial item are encouraged to complete a form indicating the title, subject or other information regarding the types of materials to be purchased, dollar amount to be spent, and what information they would like on the book plate. It is important that names on the form are written and spelled as they are to appear in the acknowledgement and bookplate.
- C. When selecting a title to use as a memorial book, the librarian will try to select something from within an area of interest of the person being remembered. Unless specifically requested otherwise by the person donating a memorial book, a nonfiction title is usually selected because it tends to become a more permanent part of the collection.
- D. Memorial books will be shelved with the books purchased from the general account. Maintaining a separate "Memorial Collection" makes it difficult for patrons to locate books in the library.
- E. Memorial books will be evaluated and weeded using the same criteria as is used for the regular collection.
- F. The funeral directors in the area should be informed that the library accepts memorial contributions and books so they may pass this information on to families.
- G. Memorials other than books will be accepted when they are appropriate to the goals and services of the library.

All donations, gifts, and memorials are tax deductible. The library, upon request, will furnish a statement for tax purposes, but does not place a financial value on used items.

All gifts may be utilized, sold, or disposed of in the best interests of the library. In all cases, the library reserves the right to refuse a gift of any kind, memorial or otherwise, if it is not compatible with the purpose and goals of the library. Such decisions will rest exclusively with the Board of Trustees.

Adopted 10/1988; revised 10/1998; 9/01 name  
revision only 02/02, revised 6/06

## Adopt-a-book Form

The James Kennedy Public Library is happy to purchase the materials you would like to adopt. We ask that you fill out the following form to insure that the correct materials are purchased and accurate information is included on the book plate.

Author: \_\_\_\_\_

Title: \_\_\_\_\_

(If you want to adopt every new title published, please write all. If you want to donate a specific title, please indicate that title. If you want to purchase all books in a series, please state the series title and all.

Format: \_\_\_\_\_

Maximum cost: \_\_\_\_\_

Information for Book Plate:

Adopted by: \_\_\_\_\_

Adopted in honor of: \_\_\_\_\_

Other: \_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

## MEMORIAL GIFTS FORM

The James Kennedy Public Library is happy to receive memorial gift books. The library asks that you fill out the following form to insure that all information on the book(s) is correct and that suitable materials are purchased.

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person to be Honored: \_\_\_\_\_

By Whom: \_\_\_\_\_

Subject area or type of material preferred: \_\_\_\_\_

\_\_\_\_\_