

DONATIONS AND MEMORIALS

The James Kennedy Public Library welcomes gifts, donations and memorials. 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” donates the purchase price and has the first opportunity to check the item out. Recognition book plates are placed in all items if format allows.

- 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- E. If possible, adopted books that are withdrawn from the collection will be offered to the adopting person before being added to the Friends book sale materials or otherwise disposed of

Books and Other Materials:

Gifts of books and other materials, including used books, will not be accepted by the James Kennedy Public library. However, the library will serve as a drop off point for donations to the Friends of the James Kennedy Public Library. Donated materials may be added to the library collection, sold at the Friends of the Library Book Sales with proceeds going into the Friends accounts to support library needs, or disposed of in some other manner. Such decisions will be determined by the Board of the Friends of the Library or their designees.

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.
- 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 to the extent provided by law. The library, upon request, will furnish a donation statement, but will not place a financial value on any items.

All gifts become the sole and absolute property of the James Kennedy Public Library and 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

Recognition for Gifts:

It is the policy of the James Kennedy Public Library to recognize the generosity of an individual(s) and/or corporation(s), foundation and/or other donor(s) for significant financial donations by choosing to create a specific naming designation for a collection, facility or portion of a facility. Naming opportunities are also available to honor a person's significant service to the Library or to the society at large.

The Board of Trustees of the Library has the sole right to name or rename rooms, areas, collections or facilities. The Board recognizes that naming a collection, facility or portion of a facility is a decision of immense importance; therefore, making these decisions is undertaken with an appreciation for that significance.

While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

- A. Larger areas of the James Kennedy Public Library, such as the Genealogy / Iowa History Room or Adult Reading / Periodicals Room may be named or renamed upon receipt of a donation of \$125,000.00 or more.
- B. Study rooms, special use areas such as the teen area or reading areas, and other interior and exterior spaces may be named or renamed upon receipt of a donation of \$75,000.00 or more.
- C. Collections such as large print, audiobook, Iowa history, etc. may be named or renamed upon receipt of a donation of \$50,000.00 or more.
- D. Endowment proposals such as those for a collection or special programming may also include naming rights. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by cost of materials, staff, on-going operating costs, etc. depending on the specific program or collection.

Gifts may be acknowledged by any of the following forms at the discretion of the Library and/or the donor.

- A plaque placed in a room or area or near a physical object, or collection in the library (primarily for naming gifts)
- A special program or media campaign to announce the donation.
- Library bookplate(s) with the donor's name, format permitting.
- Acknowledgement in a Library promotional publication, e-newsletter, display, advertisement, or on the Library's web page.
- Announcement at a Library program.

- A thank you letter from the Library Board of Trustees

Although the James Kennedy Public Library does not currently have a Foundation, at the discretion of the Board of Trustees, with the agreement of the donor, a significant donation may be used to establish a Foundation.

The Board may name or rename library buildings. The Board will review, consider and approve or decline a proposal that a library building bear a designated name only when a prospective donor wishes to make a substantial gift to the Library or when the naming opportunity is to honor a person who has contributed significantly to the social, academic, scholarly, research or political life of the community.

The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

The Board reserves the right to name a collection, room, or portion of the library facility to honor individuals who have contributed significantly to the social, academic, scholarly, research or political life of the community.

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Adopted 10/1988; revised 10/1998; 9/01 name revision only 02/02,
revised 6/06, reviewed 2/2012, revised 2/2014, 9/2014

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: _____

Donor Name: _____

Address: _____

Telephone Number: _____

Title and / author, subject area, or type of material preferred: _____

Maximum cost: _____

Information for Book Plate:

In Memory of: _____

In honor of: _____

Other: _____