

Fort Dodge Public Library

Gifts and Donations

The Fort Dodge Public Library welcomes donations to further its mission to provide all patrons with fair and equal access to a wide variety of library materials, programs, and services. The library partners with the Fort Dodge Public Library Foundation and the Friends of the Fort Dodge Public Library to ensure donors have a variety of opportunities and options for supporting the library. The Board of Trustees, in cooperation with the Foundation and Friends of the Library, will make an effort to inform potential donors of these options.

Acceptance of Donations

Acceptance of any donation, including cash, securities, real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the donation, and the library's ability to meet the requirements, if any, associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to the Fort Dodge Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The library will not accept donations which would require or cause the library to act in violation of established policies. The Library Board reserves the right to consider, accept, or decline acceptance of any donation, including gifts with restrictions, art, collections of any type, furnishings, or artifacts.

Gifts, bequests, or donations of real estate, real property, or personal property are subject to appraisal, title search, and boundary surveys at the expense of the donor before the donation will be considered by the Library Board.

Gift Monies/Funds

Monies received from gifts or bequests for memorials will be used for the purchase of materials, equipment or special programs. Selection will be made by staff in accordance with the collection development policies of the library and when possible and/or appropriate, staff will choose materials compatible with the interests of the donor or person being honored.

Donated Materials

Donated materials become the property of the Fort Dodge Public Library. They may be added to the collection in accordance with the library's collection development policies, given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations, other libraries, recycled, or discarded. Items will not be returned to the donor and may be withdrawn according to the collection development policy. Upon request, the library will provide a receipt for donated items but will not state a value or fair market price for the items.

Recognition

The Fort Dodge Public Library Board of Trustees has sole authority to determine how donors will be formally recognized in the library or on library property. Materials added to the collection will be marked with a special bookplate and note in the online catalog identifying the donor or

person being honored. Other methods of recognition regarding gifts or donations may be evaluated and recommended to the Library Board by the Library Foundation or Friends of the Fort Dodge Public Library.

Approved 12/07/2001
Revised 06/24/2002
Revised 12/26/2017
Reviewed 07/27/2021