2.4
GIFT/MEMORIAL POLICY

Approved: March 1993
Amended: June 18, 2003, November, 2006, September 16, 2009,
Affirmed: January 17, 2018

- Gifts and memorials in all formats for the library collection are accepted in accordance with the Library Collection Management Policy. The library reserves the right of acceptance, rejection, and disposition of all gifts and donations and does not place any valuation on any such donations.

- Gifts and memorial donations for specific requests are honored if they provide desirable additions to the library.

- Gifts or memorial items added to the library collection are retained or withdrawn in accordance with the Library Collection Management Policy.

- Other items donated or purchased with Memorial Fund monies are kept or discarded in accordance with standard library or, if applicable, city procedures.

- A Memorial Fund has been established to accept memorial and undesignated donations. Monies in this fund will be used to support the library. Any materials purchased from this fund will be kept in the library collection in accordance with the Library Collection Management Policy.

- Memorial donations for specific requests will be honored if they will provide desirable additions to the library which might not be purchased from normal operating funds. Items purchased with specific memorial donations will be identified and acknowledged.