



Lyons Public Library

Gift Policy

Landscaping and Exterior Ornamentation

The decision as to the acceptance and location of gifts of landscaping items, gifts of exterior ornamentation, sculpture, and signage shall be made by the Board of Trustees, in conjunction with the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts to the landscaping plan for the building.

Materials

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection if they meet the criteria for selection listed in the collection development policy. If gifts do not meet these criteria, they may be sold or otherwise disposed of. Textbooks; outdated encyclopedias; magazines; and items which are damaged, smelly, obsolete formats; or moldy will not be accepted.

Memorials

Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community. Materials purchased with memorial money will be commemorated with a special bookplate in the case of books and audiovisual items or a small plaque when purchasing furniture or artwork, acknowledging the donor's generosity. The Library will also send the individual being honored or the family, a formal announcement of the donation.

Monetary

Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the library's Investment Policy. Any monies received as memorials will be deposited into the appropriate fund and will be spent in accordance with the donor's wishes to the extent possible.

Appraisal of Gifts

The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes.

Restrictions

Any restrictions on gifts, whether donations of monies, books, audiovisual materials or artwork, must be submitted in writing and approved by the Board of Trustees. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Adopted: November 18, 2014
Revised: December 20, 2022