

# Elkhart Lake Public Library – Memorial Funds and Gift Policy

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## **Memorial Funds**

Memorial donations are accepted to purchase items for the Elkhart Lake Public Library or placed in the memorial fund's account for future library enhancement projects.

The Library Board of Trustees shall decide the purpose for which undesignated memorial funds are to be used.

Restricted monetary gifts may be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library.

The Elkhart Lake Public Library Board of Trustees has adopted that when a past Board member or sitting or someone from their immediate family dies, the library may purchase an item in memory of them, placing an appropriate marker in the item. This item will be given by the library and purchased from the memorial funds. The Library Board, on an individual basis, can approve other such memorials.

## **Acceptance of Gifts**

Gifts to the library will be encouraged with the understanding that only items useful to the library can be accepted. Library materials (books, DVDs, etc.) will only be added to the collection if it fits the needs of the Library based on the Elkhart Lake Public Library Selection Policy. Gifts of money, stock or real property can be accepted only if the conditions attached thereto are acceptable to the Library Board of Trustees.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift for the donor's records.

Materials left unclaimed in the library for more than 30 days will be considered gifts.

When gift items are withdrawn from the collection, the Library is not obligated to notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

Donated items that are not added to the library's collection or used for other purposes will be donated to the Friends of the Library organization to be sold in their book sale. Unsold items may be donated, recycled or discarded.

Adopted Library Board of Trustees

November 15, 2007

Revised July 17, 2008