

**ESTHERVILLE PUBLIC LIBRARY
ACCEPTANCE OF GIFTS AND MEMORIALS**

The Estherville Public Library Board of Trustees appreciates, encourages and acknowledges gifts that are vital to the establishment and growth of the library.

Bequests given in the form of a trust to the Estherville Public Library will require the library board to ask the City to establish a trust account in the contributor's name.

When the library receives monetary donations for books, materials or equipment, the Director of Library Services makes the selection based on the criteria of the contributor. Cash gifts for memorial tributes are encouraged because (a) the library is able to purchase materials at a substantial discount, and (b) the library is able to make the final selection according to collection needs.

If a memorial tribute is purchased by the donor and given to the library, it will be received according to the selection policy of the library. Memorial tributes will be identified by an inscription in the book or material. The donor will be asked to fill out appropriate information for the inscription.

Please note that donated items not needed for the collection may be recycled, sold, or transferred to another eligible organization as needed. Also note that staff members cannot assign a value to donated items, though they can verify the type and quantity of the items (such as "25 hardcover books").

Donors have the option of donating to the Estherville Public Library (funds held by the City of Estherville), or the Friends of the Estherville Public Library (see the Friends of the EPL policy).

ESTHERVILLE PUBLIC LIBRARY FORM FOR THE ACCEPTANCE OF GIFTS AND MEMORIALS

Donor Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date: _____ Number of items: _____

Memorial in the name of: _____

In honor of _____

If money is donated, Amount: _____

Item to be bought: _____

Books – Subject matter: _____

Other: _____

Staff Initials: _____

Approved: 06/2011

Reviewed: 5/2/2017

Revised: 05/2017