

DONATIONS

All gifts, grants, donations, devises, or bequests must be received and accepted by the Library Director on behalf of the board of trustees. See also Policy 1004.

Donations of physical materials

Donated and memorial materials are subject to the same standards as the rest of the library collection. Once a gift is accepted, it becomes the property of ImagineIF Libraries, to be used or disposed of in accordance with ImagineIF library policy.

Upon request, ImagineIF Libraries will provide the donor a receipt, but will not appraise the value of donated items. **ImagineIF libraries branch housing requests for donated materials will be considered during placement.**

ImagineIF Libraries will not return unsolicited materials, nor will it be responsible for payment of costs incurred when unsolicited materials are sent.

Monetary donations

Monetary gifts, grants, donations, and bequests intended for the purchase of library materials shall be placed in Fund 7055 (Gift Fund).

Whenever possible, a donor's wishes will be taken into account when purchasing materials **and their branch placement when using with** donor funds. However, the Collection Management Policy will be followed in order to ensure a balanced collection.

Library materials purchased with donated funds may be designated by a bookplate or other appropriate identification at the **donor's request and expense. request of the donor.**