The Library Board of Trustees

Gifts, Memorials, and Donations

Gordon City Library

2025

The Gordon City Library encourages the interest and involvement of residents and organizations through bequests, trusts and donations of monetary or other tangible assets for Library purposes. It is understood that special gifts and bequests should not take the place of public support, but should enable the Library to provide and enhance the grounds, services and collections in ways not financially possible within the current municipal operating budget.

General Regulations

In general, the Gordon City Library welcomes gifts of money, books and other materials, equipment, works of art, documents, photographs, or property of any kind that promotes the mission of the Library. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Gordon City Library to accept. If a gift is accepted by the Library, the gift shall be final; no restriction on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees.

Definitions

1. Monetary gifts - The Library welcomes gifts of cash or other investments. All monetary gifts are deposited in the Friends of the Library account and are dispensed from there.
2. Materials - Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Gordon City Library for sale, given to other libraries, or discarded.

3. Collections - Gift collections will be accepted only by the Director in consultation with the Board of Library Trustees and with the understanding that the collection may not be kept intact.
4. Memorial gifts-The Library welcomes monetary gifts for the purchase of materials for the grounds, services or collections given in recognition or memory of individuals or organizations. Whenever possible, the Library will choose items which accommodate the donor's subject or title preferences. The name(s) of the donor(s) and those recognized by the gift will be listed if so desired. These gifts must support the mission of the Library. The Board of Library Trustees may provide a list of opportunities for memorial and recognition donations.
5. Art and decorative objects - In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Board of Library Trustees. No gifts posing a danger or threat to patrons will be accepted (e.g., metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.
6. Valuation - The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.
7. Future disposition of gifts - Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other city departments and then discarded. The Library is not responsible

for informing donors or other interested parties of the withdrawal of any donated materials.

Approved August 12, 2025

by the Gordon City Library Board of Trustees