**Monetary Gift to the Library and the Foundation**

Financial gifts to the library are welcome. A financial gift can support the library in two different ways.

1. **Cresco Public Library**: When the library receives a cash gift it can be used for the purchase of memorial books, equipment or other materials. If the donor has specific wishes, they should be conveyed in writing along with the monetary gift and every effort will be made to comply with those wishes. (Please see other side of this sheet for information regarding material gifts.)

***\*When making donations to the Cresco Public Library please make checks payable to Cresco Public Library.***

1. **Cresco Public Library Foundation**: The Foundation helps support capital improvement projects that are beyond what the library budget can cover, such as new carpet, furnishings, electronic media, and structural improvements. The Foundation is also committed to funding programs that bring enrichment and vitality to the community.

***\*When making donations to the Cresco Public Library Foundation please make checks payable to Cresco Public Library Foundation.***

I/We have read and agree to the conditions of the gift policy:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Donor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Library Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gifts to the Cresco Public Library**

Gifts of books, magazines, and other items to the Cresco Public Library are welcome with the understanding that they will be included in the collection only if they meet a need as determined by the director and meet the criteria for selection outlined in this policy.

Each donor will be given this policy statement and given a receipt for tax purposes if desired.

Materials not deemed appropriate for the collection will be sold or given away.

Those who do not wish their books to be discarded in this manner will be responsible for collecting them after they have been sorted. Books that are not collected within ten days of notification will be disposed of in the manner described above.

When the library receives a cash gift for the purchase of memorial books, equipment or other materials, the selection will be made by the director. If the donor has specific wishes they should be conveyed in writing along with the monetary gift and every effort will be made to comply with those wishes.

The name of the donor and person memorialized will be entered on a bookplate placed in or on the item.

Acceptance of donations of equipment, works of art, collections, artifacts, real estate, stock, etc., will be determined by the Library Board based on the suitability to the purposes and needs of the library as well as the library’s ability to cover insurance and maintenance costs associated with the donation.

Policy revised March 9, 2020