

SEWARD MEMORIAL LIBRARY
GIFTS, BEQUESTS, MEMORIALS POLICY

Community support is vital to the Seward Memorial Library. Gifts and donations to the library are always encouraged. Donations may also be made to the Friends of Seward Library or to the Seward Library Foundation, both 501(c)(3) organizations that exist to expand what the Seward Memorial Library is able to do with city funding.

A. Donations to the Collection

1. The library accepts gifts of books, pamphlets, periodicals, audio-visual materials, and the like with the understanding that they will be added to the library collections only when needed.
2. The library will not affix a value for tax purposes to such gifts; this is the responsibility of the donor. However, the library will, upon request, acknowledge the gift with a receipt or letter specifying the type, quantity, and condition of the gift for the donor's records.
3. The same principles of selection which are applied to purchases are applied to gifts. Some gifts may not be used in the collection for these reasons:
 - a. May be an item of which the library already has a sufficient number.
 - b. May not be of sufficient present reference or circulation value to the library.
 - c. May be in poor condition.

B. Gifts

1. Unrestricted gifts of money will be gratefully accepted by the Board.
2. Other donations, such as restricted cash gifts, land, property, etc., will be reviewed by the Library Director and Board before acceptance. In-kind donations will be reviewed by the library staff and Board before acceptance, and a determination of recognition will be made by the Board at that time.
3. The City of Seward issues letters of receipt for all major gifts received by the library.

C. Memorial Gifts

All memorial and gift books added to the collection will include, upon request, an appropriate book plate identifying donor and purpose of donation.

D. Acknowledgement

The Library Director shall notify the Board periodically of gifts received and gifts may be acknowledged in the library newsletter or by other appropriate means.