

Gifts and Memorials Policy

The Bedford Public Library relies on the generosity of its donors to continue to be a state-of-the-art library. It is understood that special gifts and bequests should not take the place of public support or cost-effective use of current income, but should enable the Library to provide and enhance services in ways not financially possible within the current annual operating budget.

Policy Statement 1— Major Gifts

- 1.1 Major gifts to the Library may be accepted by the City Council upon recommendation of the Library Director. Major gifts may include but are not limited to land, buildings, and substantial collections of books or other materials that have either a significant monetary, historical, or literary value.

Policy Statement 2— Gift of Materials

- 2.1 The Bedford Public Library Friends organization gladly accepts the donation of books and other materials on behalf of the Library with the understanding that the Library may do with them as it sees fit.
- 2.2 Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library.
- 2.3 Upon receipt of a gift material, a receipt is given to the donor acknowledging the gift item. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.
- 2.4 The Library reserves the right to refuse any and all donated books or other materials.

Policy Statement 3—Memorials and Tributes

The Library actively encourages donations as memorials and as tributes to individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

- 3.1 The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.
- 3.2 A bookplate will be placed in the item purchased with memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of this gift.
- 3.3 In those instances where an individual wishes to donate a memorial book from his or her personal library, the decision to accept the gift will be based on the principles described in the Materials Selection Policy.

Policy Statement 4—Monetary Gifts

- 4.1 Monetary gifts are administered by the Library Director. Determination as to the expenditure of such gifts will remain with the Library.
- 4.2 Monetary gifts can also be made to the Bedford Public Library Foundation and the Bedford Library Friends.

Policy Statement 5—Special Collections

- 5.1 Special collections of materials will be accepted if they meet the Library's selection criteria.
- 5.2 The Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials.
- 5.3 The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

Policy Statement 6—Naming Rights

- 6.1 Naming Rights opportunities are available at the Library.
- 6.2 Naming Rights follow the City of Bedford Policy for Naming/Renaming or Dedicating City Facilities and Property requirements.