

Cedar Falls Public Library GIFT AND DONOR RECOGNITION POLICY

The Cedar Falls Public Library accepts gifts of library materials, money, real property, art, equipment, or other miscellaneous gifts but reserves the right to make the final decision pertaining to accepting these gifts. Deferred gifts, including but not limited to, gifts of life insurance and planned gifts may be accepted under the discretion of the Cedar Falls Library Board of Trustees (hereafter referred to as "Trustees"). Unrestricted monetary contributions are added to the Library's endowment, which is administered by the Cedar Falls Community Foundation, and are recognized as gifts to the Library. The Trustees reserve the right to accept or decline acceptance of gifts with restrictions. The Trustees also reserve the right to maintain and control the final disposition of any gifts, including sale of such gifts. Letters of acknowledgement will be sent to donors.

In accordance with the City of Cedar Falls Code of Ordinances, the Trustees can exercise the following powers and duties: "To accept gifts of real property, personal property or mixed property, and devises and bequests, including trust funds; to take the title to such property in the name of the Library; to execute deeds and bills of sale for the conveyance of such property; and to expend the funds received by it from such gifts for the improvement of the Library."

Standards have been developed to ensure that donor recognition is consistent and appropriate throughout the Library. Names will appear only with the permission of the donor; donors may reserve the right to remain anonymous.

Donor recognition wall: This permanent display will be updated at least annually to include acknowledgement of gifts of the following levels:

- \$900-\$2,999: plaque noting sponsorship of small terra cotta book on exterior wall, designed by artist David Dahlquist.
- \$3,000-\$9,999: plaque noting sponsorship of large terra cotta book on exterior wall, designed by artist David Dahlquist.

Pledges made over a multi-year period will be posted when the initial payment is received. The Trustees retain the right to recognize gifts-in-kind in this manner also, including years of service by board of trustees members and staff.

Gift Acceptance Includes:

- Library Materials: Donors who contribute funds for library materials will receive recognition through the placement of a label in or on the material itself as well as a note in the Library's catalog.
 - Donations of materials not needed by the Library are sold to raise funds for Library use by the Friends of the Library at outlets such as The Book Nook.
 - The Library may or may not accept donations of specialized collections at the discretion of the Trustees based on the recommendation of the Library Director. The Library applies the same criteria for evaluating gifts materials as apply to purchased materials.

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- Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
- The Library will not state a value on the gift but will leave the determination to the donor.
- Donated Item: Donor recognition in the form of tags, plaques, or other means may be placed near a donated item (or item purchased with donated funds) when deemed appropriate by the Library Director.
- Art Work: Works of art may be either purchased by or donated to the Library. Final responsibility for acceptance or purchase of a work of art resides with the Trustees.
 - The Library particularly collects art created by local artists but may collect works outside that scope. The intent of this collection is to enhance the Library's aesthetic environment. Items given to the Library will be presented to the Trustees for final acceptance upon recommendation of the Library's Art Committee.
 - Donated items that have not yet been accepted by the Trustees are not covered by the City's insurance policy and must be covered by the donor's personal insurance. If the Trustees decide not to accept an item, the owner will be notified as soon as possible and may reclaim the item within two weeks. After two weeks, the Trustees have the right to dispose of the work in the best interest of the Library.
 - Items that are accepted by the Trustees are considered unconditional and outright gifts. These may be displayed, accessed, housed, loaned, retained, reproduced, sold, donated to a public organization, or disposed in the best interest of the Library.
 - Donors will be asked to read and sign a copy of the Library's "Deed of Gift." Gifts to the Library may be deductible from taxable income in accordance with the provisions of federal income tax rules; in compliance with this law, the appraisal is the responsibility of the donor.
 - Art donated to the Library will be acknowledged with a plaque.
 - Art created by Library employees and their families will not be accepted for display or for the permanent collection. However, the Trustees reserve the right to commission or request works of art by any artist.
 - Works of art on display in the Library are not for sale. The Trustees will be responsible for any decisions regarding the removal of a work of art upon recommendation from the Art Committee. Any art withdrawn from the collection may be donated to an appropriate public organization or sold at public auction, or otherwise disposed of in the best interest of the Library. The proceeds from the sale of a work of art will go the Cedar Falls Public Library's Investment Funds

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account and will be reserved to be used, at the discretion of the Trustees, for future collection-related purposes such as the repair and/or conservation of works in the collection or to acquire additional works for the collection.

- **Named Rooms and Special Use Areas:** In general, only collection areas, meeting rooms and designated special use areas shall be named for an individual, family, or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion to the total cost of the facility or the project for the facility. The percentage shall be determined at the time of the project by the Trustees. Signage for named spaces shall be prominent, readily identifiable, and appropriate to the aesthetics of the immediate area. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation.

Rescinding Name Recognition

In unusual or extraordinary circumstances, including obsolescence, the Trustees may enact removal or alter the name of a fund or other gift if doing so is deemed to be in the Library's best interests. Reconsideration may occur if the naming would be damaging to the reputation of the Trustees or the Library or would contradict applicable law or the policies, procedures, or strategic objectives of the Library. A name bestowed in recognition of a gift may be removed if the intent of the gift cannot be fulfilled.

Adopted 08/05/2015, Reviewed/Revised 06/05/2019