



# Donations Policy

Section: Administration

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Ames Public Library welcomes donations to further the Library's mission, "Ames Public Library – We connect you to the world of ideas."

## Acceptance of Donations

Acceptance of any donation, including cash, securities, real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the donation, and the Library's ability to meet the requirements, if any, associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to Ames Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Library will not accept donations which would require or cause the Library to act in violation of established policies forbidding discrimination, particularly on the grounds of age, color, creed, gender identity, mental disability, national origin, physical disability, race religion, sex or sexual orientation. The Library Board reserves the right to refuse or reject any donation.

Donations may also be directed to the Ames Public Library Friends Foundation (APLFF), which operates exclusively for the benefit of Ames Public Library.

## Monetary Donations

All donations will be used for the public benefit of the Library as approved by the Library Board of Trustees.

Donations made to APLFF are managed in keeping with its Investment Policy and transferred to the Library in accordance with donor intent and the Library Board's requests for funding. APLFF consults with and includes the Library Board of Trustees in all decisions that involve potential donor restrictions which would affect Library operations.

Ames Public Library, in cooperation with APLFF, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.

## Books and Other Media

Donated books and media items become the property of APLFF. They may be added to the Library collection in accordance with Ames Public Library Collections Policy, sold for the benefit of the Library, donated to other libraries or non-profit agencies, or discarded. Items will not be returned to the donor and may be withdrawn according to the Collections Policy. Upon request, the APLFF will provide a receipt for the donated items but will not set a fair market or appraised value to any item.

## **Works of Art and Other Personal Property of Value**

Acceptance of donations of personal property, art objects, portraits, antiques, collectibles, and museum objects is at the sole discretion of the Library Board of Trustees. The Library's Art Collection Policy details the acceptance of donations of works of art. Other property of value will be considered according to the following criteria:

- Relevance to the Library or Ames history
- Availability of adequate and appropriate space to display or house the item(s)
- Expenses involved in the maintenance, care, security, or display of the item(s).

Works of art and other personal property of value may either be retained as property of the Library or liquidated for cash funds, at the sole discretion of the Library Board of Trustees. Donations are tax deductible within the limits prescribed by the Federal Internal Revenue Code. Appraisal of value will be the responsibility of the donor(s). Donors are expected to inform the Library, prior to acceptance of the donations, of any associated costs, such as delivery or maintenance. Donors will be expected to pay any expenses not disclosed prior to acceptance.

Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

Placement and display of a work of art or real item is at the sole discretion of the Library.

## **Real Property**

Donations and bequests of real property are accepted at the sole discretion of the Library Board of Trustees. The Board may require appraisal, title opinion, boundary survey, environmental assessment, or other professional evaluations at the expense of the donor prior to acceptance of real estate.

## **Confidentiality**

The Library will require all staff, volunteers, and third parties with access to information about donations made to the Library or APLFF to attest and agree to uphold confidentiality, as specified by Library policy, APLFF policy, and applicable law.

## **Donor Recognition**

Donors to Ames Public Library or APLFF may be recognized for financial contributions that benefit the programs, projects, and services of Ames Public Library. The purpose of such recognition is to thank donors, to encourage others to give, and to build long-term relationships with donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition efforts are coordinated by APLFF.

During specific campaigns, APLFF may recommend guidelines for donor recognition, including naming or inclusion on a donor board, to the Library Board of Trustees for consideration and approval.

## References

This policy has been developed in accordance with:

- City of Ames [Municipal Code Section 15.7 \(9\)](#) Powers, Duties of Trustees.
- Iowa Code
  - [Section 392.5](#) Library Board
  - [Section 22.7 \(14\) and \(52\)](#) Confidential Records
- Relationship Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation *and*
- Ames Public Library [Art Collection Policy](#)