

# Policies

## DONATIONS

**Approved: 6/17/1992; Reviewed 6/21/06, 3/17/10, 5/20/2015,  
9/16/2020, 03/17/2021, 05/21/2025  
Review Date: 2029**

The library encourages public contributions to further its service to the public, over and above support provided by city and county budgets.

Monetary donations may be made to the Endowment Fund, as Unrestricted Monetary Gifts, or to purchase books as an honorarium or memorial. Donations of specific books or other materials may be accepted. The following policy directives apply:

### Endowment Fund:

- Monetary donations are added to the principal of the Endowment Fund.
- No Endowment Fund principal is withdrawn.
- Interest generated by the Endowment Fund is used for building improvements, for beautification of library grounds, or for unforeseen contingencies, when determined by the Board of Trustees.
- Donations are accepted in any amount.

### Unrestricted Monetary Gifts:

- Such gifts are made in honor of an anniversary, a retirement, in memory of a deceased, or on other similar occasions.
- These donations are duly acknowledged and are used for general library purposes.

### Books and Other Materials:

When a purchase of specific titles or about specific subjects by the Library is requested:

- The Library Director is authorized to establish limits based on subject matter, based on the volume of material already available in that category, and in accordance with the Collection Development Policy.
- Patrons are encouraged to submit requests in multiple categories; if appropriate, alternative suggestions will be made by library staff.
- Each item will be billed to the donor at net cost, including shipping and handling. Memorial plaques will be inserted according to donor instructions as space allows.

Donations of books and other materials not purchased or procured by Library staff will be accepted at the discretion of the Library Director and placed in the possession of the Friends of the Library for their consideration.

T. B. Scott Free Library/Merrill, Wisconsin