

Missouri Valley Public Library
Donations Policy
Approved 14 March 2023

The Missouri Valley Public Library is enriched by donations of materials as well as monetary contributions.

Acceptable Donations

The Missouri Valley Public Library accepts donations of books, audio-visual materials and current magazines on behalf of the Missouri Valley Public Library Foundation. Any donated items needed for the library collection are routed directly to the library based on the same criteria applied to regular library purchases.

Materials added to the collection become the unrestricted property of the Missouri Valley Public Library and as such may be withdrawn from the collection. All other items are sold in-house or on-line for the benefit of the Missouri Valley Public Library.

Donated items that are not used for the collection and prove unsellable will be recycled or otherwise disposed of. All donors, who so desire, are given a receipt in the name of the Missouri Valley Public Library itemizing the number of items donated.

Unacceptable Items

The Library does not accept magazines, textbooks, encyclopedia sets, condensed books, materials in poor physical condition or books that are mildewed, dusty or soiled. The library also does not accept donations of toys, unless agreed upon by the director.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects, and similar items are not generally accepted as gifts. Under certain circumstances and with approval of the Library Board of Trustees, when such a gift meets the mission and needs of the library, the gift will be accepted.

Memorial Donations

Memorial gifts of money for the purchase of library materials may be donated in honor of a friend or relative. The Library will work with the donor to select appropriate titles in accordance with the "Collection Development" policy of the Missouri Valley Public Library. Special collections and memorial collections may be accepted at the discretion of the library director with the understanding that they may not be shelved as a single physical entity but will be integrated into the general collection.

The role of the Missouri Valley Public Library in collecting historical artifacts relating to the history of the City of Missouri Valley is limited to photographs, papers, maps, newspapers, scrapbooks, diaries, and other print material.

Value Appraisals

The Missouri Valley Public Library will not place a monetary value on gifts. If appraisals are desired, they must be accomplished by the donor and at their own expense by a qualified appraiser.

Library Liabilities

The Missouri Valley Public Library reserves the right to decline any gift which does not further the mission or goals of the library or which would result in the incurrence of excessive expense or administrative effort. All gifts may be utilized, sold or disposed of in the best interest of the Library. Monetary gifts, bequests, endowments and memorial or honorary contributions benefit the library by providing diverse revenue sources. By virtue as a government agency, the Missouri Valley Public Library is tax exempt as a 501 C (6) entity. The Missouri Valley Public Library Foundation holds a 501 C (3) tax exemption.