

## **KIMBALL PUBLIC LIBRARY GIFT POLICY**

1. The Kimball Public Library accepts gifts of books, pamphlets, periodicals, books on CD, DVDs, art reproductions and other materials with the understanding that they will be added to the collection only when needed. The same principles of selection applied to purchases of materials are applied to gifts. Materials that cannot be used in the library collection will be given to the Friends of the Library for their book sale.
2. All gifts given to the Library become the possession of the institution and may be disposed of when no longer needed.
3. Cash gifts that are designated to the Friends of the Library will be given to the Friends. Cash gifts that are designated to the Kimball Public Library will be deposited into accounts at the discretion of the Kimball Public Library Board of Trustees.
4. Administration or use of non-cash gifts will be at the discretion of the Kimball Public Library Board of Trustees.

NOTE: Levels of donation & assigned colors:

\$500.00 - \$1,000.00	Black
\$1,001.00 - \$5,000.00	Copper
\$5,001.00 - \$10,000.00	Silver
\$10,001.00 and above	Gold

Revised and Approved 9/20/05, 10/15/07, 2/11/13  
REVIEWED, REVISED AND APPROVED 9/09/13  
**REVIEWED AND APPROVED 1/08/2018**  
**REVIEWED AND APPROVED 12/14/2020**