



## Huron Public Library Gift Policy

- The Huron Public Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If the items are not added to the collection, the Library Director will give them to the Friends of the Library for the Used Book Sale.
- The same criteria of selection which are applied to purchase materials will be applied to gifts.
- Memorial gifts of books or money are also accepted with suitable book plates placed in the book if they meet the materials selection policy.
- The Huron Public Library encourages and appreciates gifts and donations. The Library prefers to order the materials from established vendors. Therefore, monetary donations are preferred.
- By law, the library is not allowed to appraise the value of donated materials, though we can provide an acknowledgment of receipt of the items if requested by the donor. However, gifts to the Huron Public Library are tax-deductible. You will be given a copy of the completed gift form for your tax purposes.
- The Library has the right to discard any gifts which are outdated or in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages).
- All personal property, if accepted, is accepted only on the condition that it may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or the Library Director. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item to the Library will be required.
- Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Library Board deems appropriate. Monetary gifts offered with restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Library Board. Restrictions must be submitted in writing.
- Gifts become the property of the Library.



## Huron Public Library Monetary Gift Form

Please print the below information and return your gift, payable to the to:

**Huron Public Library  
521 Dakota Ave S  
Huron, SD 57350**

I have enclosed a gift of \$ \_\_\_\_\_

**Please circle one:** *In honor of* *In memory of* *In appreciation of* *In recognition of*

On the occasion of \_\_\_\_\_

\_\_\_\_ Please initial here if you would like the honoree to know the amount of the donation.

Send notification of the donation to \_\_\_\_\_

Address \_\_\_\_\_

Please use my gift to purchase (optional):

\_\_\_ book    \_\_\_ audio books    \_\_\_ technology items    \_\_\_ Other \_\_\_\_\_

General subject area:

\_\_\_\_\_

My name/organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please contact the Library Director at 605-353-8530 for details to donate other financial assets (stocks, bonds, etc.).



## Huron Public Library Deed of Gift

**I am donating (check all that apply):**

- Book(s)**
- Supplies for programming**
- Food for programming**
- Gifts/treats for library staff**
- Games or Toys for Kids' Korner**
- Other: \_\_\_\_\_**

I/We, the undersigned, do hereby give, assign, and set over to the Huron Public Library by way of an unrestricted gift all rights, title, and interest in the above property, which I/We own (or are the authorized representative of the owner). The described property is to be held and administered by the Huron Public Library, Huron, South Dakota according to their policies.

I choose for my gift to be anonymous. I understand no recognition in any form will be acknowledged or given. **Initial here \_\_\_\_\_ (Skip the below information)**

Donor Print Name: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

(For the Huron Public Library)

- Entered on Spreadsheet \_\_\_\_\_
- Entered on Agenda \_\_\_\_\_