

## **OPERATIONS**

### **Gifts and Donations**

STATEMENT: The Waterloo Library and Historical Society gratefully accepts gifts and donations.

PURPOSE: To provide a mechanism to accept and acknowledge gifts and donations given to the Waterloo Library and Historical Society.

POLICY:

1. Gifts and donations will be accepted with the understanding that such gifts and donations will be added to the collection only when needed and only when they meet the same standards of selection, which are applied to regular purchases.
2. Donors will receive an acknowledgment of their gift.
3. WLHS will not establish a value for said gifts.
4. The donor of any gift materials must understand that WLHS in all instances reserves the right to assign or to dispose of gifts as it sees fit, if they are not acceptable materials or are not needed in the collection. The professional staff will make such determinations.
5. Special collections and memorial collections will not be shelved as separate items. Such collections will be accepted only with the understanding that they will be integrated into the general collection.
6. WLHS reserves the right to remove or otherwise cover any commercial advertising in gift materials that may be accepted for additions to the collection.
7. Donations of furniture and equipment, whether outright or by cash donation, are subject to the approval of the Waterloo Library and Historical Societies Board of Trustees.
8. For museum donations, refer to museum collection policy.