

## Gift Policy

*All gifts and memorials given to the Cape Girardeau Public Library make a lasting and useful tribute of value to the community. The Cape Girardeau Public Library gratefully accepts gift books and materials with the understanding they must meet the standards set forth in the library book and materials selection policies.*

*Donors wishing a receipt for donated items are to prepare their own lists. No estimate of value or record of items will be furnished by the library. A donor of a rare item or one of unusual value should employ an appraiser for tax purposes.*

*The Friends of the Cape Girardeau Public Library Foundation accepts and processes all gifts of money, real property, and/or stock on behalf of the Board of Trustees of the Cape Girardeau Public Library. All monetary gifts should be made payable to the Friends of the Cape Girardeau Public Library Foundation. Outright grants or incomes from bequests to the library are received and administered by the Foundation Board, according to the wishes of the donor and the needs of the library and with approval by the Board of Trustees.*

*Monetary gifts to be used for materials are always welcome. Patrons may suggest a specific title or subject area for which the money is to be spent, provided the gift is in the amount of \$20.00 or more. Smaller gifts will be added to the Foundation's accounts.*

*In the case of memorials or gifts in honor of someone, the Foundation will send an engraved card acknowledging the gift to the family or individual as requested and a tax-exempt receipt to the donor.*

*Approved by the Board of Trustees of the Cape Girardeau Public Library February 22, 2001. Reviewed February 6, 2020.*

*Approved by the Friends of the Cape Girardeau Public Library Foundation Board February 26, 2001.*