

Memorial Improvement Donation Policy

The purpose of this policy is to establish guidelines, and standards for the installation and care of donated library physical property improvements. These donations may include, but are not limited to, benches, trees, public art and other amenities and accessories. The library desires to encourage donations and also manage the aesthetic impacts and mitigate on-going maintenance costs. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements and long term care of such donations.

A) Appearance and Aesthetics

The Library and the community have an interest in ensuring that improvements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The improvements and their associated donation acknowledgements should reflect the character of the Library facility. All improvements will be installed in such a manner that will not substantially change the character of the library facility and surrounding property or its intended use.

B) Maintenance

Donated improvements and their associated donation acknowledgements, become the property of the facility owner. Accordingly, the facility owner has a duty to maintain the donation for the expected life cycle of the donation. The Library, at its sole discretion, may choose to replace or remove the donated improvement.

C) Repair

The community has an interest in ensuring that all improvements remain in good repair and the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated improvements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism. Due to factors beyond the Library's control, it cannot guarantee the longevity of the donated improvement.

D) Costs

The Library has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance at the discretion of the Library Board during the expected life cycle of the donated improvement. The donation's costs shall also include the cost of the donation, and

acknowledgement plaque. A separate fee schedule is maintained in which the Library will detail the costs for donations, installation, and maintenance.