

LVDL POLICY MANUAL

Section I: Management Policies

TITLE: Gifts to the Library

DATE ADOPTED: October 13, 2000

The Lake Villa District Library welcomes gifts of objects and of money. Over the years the generosity of individuals and organizations has enabled the library to acquire library materials, artwork, and furniture that could not be afforded from the operating budget.

Library Materials. The library reserves the right to evaluate donated materials and determine which should be added to the collection. Such items will be evaluated according to the criteria in the Materials Selection Policy. The library accepts gift materials the understanding that those items useful to the library collection will be retained and other books disposed of in whatever manner the librarian deems best. The library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service. Donated materials that are added will, in future, be retained according to the same criteria used for the entire collection.

Gift Book Program. The Library welcomes monetary contributions to purchase books or other library materials in memorial of or in honor of named individuals. Where possible, such materials will be plated to indicate the donor and the person remembered. The Library Director maintains a record of such contributions.

Donation of Art Objects and Other Types of Materials. Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Trustees.

Donations—Others, e.g. Monetary. The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. Final decision on acceptance of such contributions rests with the Library Director and the Board of Trustees.

Recognition of Gifts. A record of gifts to the library will be maintained in the Administrative Office.

Use of Gifts. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

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Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restriction. No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

Form. A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

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GIFT AGREEMENT FORM

Donor _____ Date _____

Address _____
(Street) (City) (State) (Zip)

Description of material donated:

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

This Gift Agreement transfers legal title of the gift to the Lake Villa District Library.

_____ Unrestricted gift _____ Restrictions (please specify)

I have read the gift policy provisions of the Lake Villa District and agree that they are acceptable.

Donor signature: _____ Date _____

Accepted for the Library by: _____ Date _____
Library director signature

For restricted gifts only:

President of Library Board signature Date _____

Secretary of Library Board signature Date _____

Date of Board Approval _____