

## **Gifts and Donations Policy**

(Adopted February 2014; revised March 2015; revised June 2017; revised March 2018)

The Stickney-Forest View Public Library District welcomes gifts of books, materials, equipment, works of art, documents, photographs, property of any kind, and money. The Library reserves the right to refuse any gift that it deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing.

The Library does not charge or accept gifts in exchange for Library services. If a gift or "tip" is left for Library staff, it will be considered a gift or donation to the Library as a whole, not to any one individual.

Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collection will be used or disposed of at the discretion of the Library. The Library will consider adding donations to its collection based on several factors, including need, space, impact on staff time, and the expense and frequency of maintenance. Items to be added to the collection are restricted to those in "as-new" condition. Librarians will use professional judgment to determine if items meet the Library's materials selection policy and will enhance the Library's collection. Items not added to the collection may be given to the Friends of the Library for sale, given to other libraries, or discarded. The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes.

The Library welcomes gifts of the following materials:

- Hardcover and paperback books in good condition
- Books on CD
- Commercially made DVDs, Blu-rays, and CDs
- Video Games

The Library cannot accept donations of the following materials:

- VHS tapes
- Records
- Audiocassettes and books on tape
- Abridged/Condensed books
- Textbooks/Encyclopedia sets

The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences whenever possible, provided it is consistent with the mission, goals, and objectives of the Library.

The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences. A plate with the donor's name will be affixed to the item purchased, if so desired.

The Library will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Director who, in consultation with the Board of Trustees, will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

In general, gifts of art objects should be of local interest to the community, of a professional quality, well executed and in good condition. Art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas, potential donors of art & decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees. No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Any donations of items valued at over \$5,000 for which donors intend to claim a deduction are required by the IRS to be appraised by a "Qualified Appraiser." The Library does not pay for such appraisals and is not responsible for reviewing or authenticating the validity of such appraisals.

The Library cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other Village or Township agencies and then given to the Friends or discarded.

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