

LEMONT PUBLIC LIBRARY DISTRICT

Gift Policy

The Lemont Public Library District actively encourages gifts and contributions to help the Library fulfill its mission to meet the needs of the community. All donations and gifts to the library are subject to applicable Illinois statutes, guidelines of the American Library Association, and the Library's existing policies. The Library, through the Board or delegated authority, makes the final decision on the acceptance, use, or other disposition of gifts, and also reserves the right to determine conditions of display, housing, access and retention. As a condition of acceptance, the Library requires unconditional ownership of each gift.

Acceptance of Gifts

Gifts of Books and Other Library Resources

The Library Director is authorized to accept or refuse offers of gifts in the form of books, recordings, and other library materials or resources. Decisions will be in accordance with existing Library policies and guidelines, and subject to the Library's collection development and maintenance policies. Gifts estimated to exceed \$500 in value as well as special collections require Library Board ("Board") approval. With respect to special collections, the Library does not generally agree to perpetually preserve and maintain such collections.

Monetary Gifts

Gifts may be unrestricted (given for use at the Library's discretion) or restricted (designated for a particular purpose or project). Monetary gifts will be accepted by the Director. Gifts in excess of \$500 will be accepted by Board approval.

Gifts intended for purchase of Library materials, as an honorarium or memorial, or to sponsor Library programs or activities may be accepted by the Director, subject to \$500 limits stated above.

Gifts of Goods or Services (In Kind)

Gifts of tangible items (such as furniture, paintings, or statuary) or services (such as consultation, instruction, or technology services) may be accepted by the Director. Board approval is required for a gift value exceeding \$500.

Gifts of Securities

Gifts of securities must be approved by the Board. The Board will consider marketability, financial obligations, restrictions, and other factors before deciding whether to accept or refuse the gift.

Gifts from a Will or Bequest

Gifts from a will or bequest are subject to the previously denoted requirements.

Valuation of Non-Monetary Gifts

No written or verbal statement of monetary value will be given to the donor. Upon request, a letter of acknowledgement for the gift will be provided.

Use of Gifts

All gifts are considered unconditional unless otherwise restricted and will be used at the discretion of the Library for as long as in the opinion of the Library they are needed to meet the community's needs. The Director and Board will solely determine if it is in the best interests of the Library to alter, sell, or dispose of the gift, including the manner in which this will be accomplished.

Special Considerations for Gifts

Gifts may also be subject to additional Board review in special situations. Examples of gifts that may be subject to this type of additional review are gifts of real property, personal property, and securities that may incur maintenance expense or future financial obligations. In addition, all gifts must be consistent with the core values of the Library, maintain or enhance the reputation of the Library, and avoid excessive expense or hardship for the Library. With respect to special collections, the Library does not generally agree to perpetually preserve and maintain such collections.

Recognition of Gifts

Generally, gifts are recognized with a letter of acknowledgement. In addition, based upon the amount of a donation, additional recognition such as a plaque, acknowledgement in Library publications, the Library web-site and the news media is provided to donors.

Adopted, Library Board of Trustees
February 9, 2016