

## SUBJECT: DONATIONS

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## I. PURPOSE

The Naperville Public Library welcomes both financial and in-kind donations. The purpose of this policy is to describe the circumstances under which the Library accepts donations.

## II. SCOPE

The Naperville Public Library accepts donations of many kinds, including bequests, endowments, memorials, in-kind donations, and materials.

## III. PROVISIONS

## A. Monetary Donations

1. If donated funds are unrestricted, they may be expended by authorization of the Executive Director, or designee. If a donation of restricted funds is accepted, it must be expended according to the donor's conditions.
2. Parties providing monetary donations for Library materials may recommend a subject area or format. The Library will attempt to honor the donor's wishes if the recommendations are consistent with Policy 260, Materials Selection.
3. Monetary donations will be acknowledged in writing to the donor.

## B. Donation of Library Materials

1. Donations must be outright and unconditional.
2. The staff will determine which materials to add to the collection. Those items not added may be offered for sale, utilized for promotional purposes, or transferred to other institutions. Unsuitable items will be discarded or recycled.
3. A receipt of materials will be provided for tax purposes upon request of the donor.

## C. In-Kind Donations

1. The Library may accept other in-kind donations such as merchandise coupons or complimentary admissions in support of Library programs. In-kind donations will be acknowledged in the Library's promotional materials.

## D. Trustees, employees and/or volunteers may not make any promise to a donor, expect any favoritism from a donor, nor agree to any donor-directed changes in the vision, policies, services, collections or programs of the Library as a result of a solicitation or contribution, nor should any vendor be chosen based on a stated or implied contribution to the Library.

## E. All contributors have the right to obtain complete and timely information on how their donation was or will be used.

## F. The Library reserves the right to terminate an existing agreement should conditions arise during the life of the agreement which would result in it conflicting with the best interest of the Library.

## G. Capital campaigns conducted to raise large sums of money to fund capital building or renovation projects will be under the direction of the Executive Director, with approval of the Board of Trustees.

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- H. The Library will not represent itself as representing the donor in any transaction and will stipulate that the donor contact a professional advisor in questions of gift valuation and deductibility.
- I. All sponsored or donated products, materials and services must meet the standards used by the Library in the purchase of similar materials.
- J. The Naperville Public Library Board of Trustees or the executive director reserves the right to accept or reject any donation, endowment, or bequest.