

GIFTS POLICY



The Board of Trustees of the St. Charles Public Library appreciates the generosity of individuals and organizations who contribute to the support of the Library through donations. The purpose of the Gifts Policy is to ensure the implementation of the Library's goals and objectives through the proper development of its collections, programs and services.

GENERAL STATEMENT ON GIFTS

It is the privilege and responsibility of the Board of Trustees and the Librarian to decide whether a gift is suitable for inclusion in the Library. The Librarian will use the criteria enumerated in the selection policy to determine the suitability of a book. Several reasons for which a book or other item might be deemed unsuitable for acceptance are:

1. It is a duplicate of items already in the Library in sufficient quantity.
2. It contains outdated information.
3. It is in poor physical condition.
4. Its acceptance is contingent on certain conditions stated by the donor.

In order to avoid inconvenience, the Library recommends that the donor first submit to the Librarian the title of the book he wishes to donate. Such a procedure of consulting with the Librarian is recommended in the case of any donation.

If a donor wishes to donate funds rather than actual material or equipment, the Library will assist by recommending needed items for purchase. The recommendations will be of a nature or subject area requested by the donor whenever possible.

USE OF GIFTS

Gifts will be retained as long as they serve the best interests of the Library. The Library cannot commit itself to the perpetual housing of a donation. All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library.

RESTRICTIONS

Because the Library is a public tax-supported institution which exists for the benefit and use of the entire population, no special favors or privileges will be granted to any individual or organization. This policy includes special arrangements associated with donations. In accepting a gift, the Library is not obligated to bear any present or future expenses or other obligations related to or ensuing from the gift.

POLICY ON NAMING FACILITIES IN HONOR OF DONORS

The Library Board does not support naming facilities after donors, as this action should be tied to an honor or recognition rather than a donation. The Library will honor eligible donors by including their names on the Library Donor Wall, or on a plaque near the area for which a major donation has been made.

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Appraisal: The Library will not appraise the value of any gift for any reason, including income tax deductions. However, the Library will issue a statement acknowledging receipt of the gift (see below).

Recognition of Gifts: Plates acknowledging the donor and the person in whose honor the donation has been made will be placed in new gift books. Where it is physically possible, similar plates of acknowledgment will be placed on other donations, such as works of art and recordings. Donors of cash gifts will be presented with a certificate of appreciation. In the case of cash donations for the purchase of memorial books, the donor will be notified by mail of the title(s) purchased. The person or family of the person in whose name the donation has been made will be notified of the gift.

GIFT RECEIPT ACKNOWLEDGEMENT

I have read the gift policy provisions of the St. Charles Public Library, and agree that they are acceptable.

Name _____
(Please print clearly)
Address _____
City _____ Zip _____
Signature _____

Circ Asst. Initials Date

Description of Donation:
_____ Hardback
_____ Paperback
_____ Other: _____

Accepted: _____ (Date)

(Director's Signature)

Adopted: 10/11/78

Revised: 9/26/89

Revised: 2/13/02

