

GIFTS & DONATIONS POLICY

The Crete Public Library District encourages gifts and donations that enhance the library's collections, services, programs, and facilities, will help the library better serve the community, and that fit within the library's mission and goals. All gifts and donations to the library are subject to applicable laws, as well as the library's existing policies. The library reserves the rights to the following:

- The library is granted unconditional ownership of the donation.
- The library makes the final decision on the use or other disposition of the donation, including, but not limited to, transferring donations to the Friends of the Library book sale, recycling the materials, or donating them to other organizations.
- The library decides on the conditions of display, housing, and access to donations.

Types of Donations

- **Donations of Library Materials**

Donations of library materials, such as books, audiobooks, DVDs, etc., may be eligible for inclusion in the library's collection, but are subject to the same criteria as purchased materials [See the *Material Selection and Collection Maintenance Policy*]. The library may be unable to accept certain types of materials based on its ability to use, store, or responsibly dispose of them. A current list of acceptable/unacceptable materials will be available at the Patron Services desk.

Donations of materials are accepted only with the understanding the library will decide whether and where they are added to the collection. Criteria may include condition of the materials, popularity, duplication, space considerations, and publication date, among other factors.

Neither the Executive Director, staff, nor any Board members will appraise any donation of materials. Additionally, the library will not offer to pick-up donations or provide onsite evaluations of materials.

- **Donations of Historical Documents**

Historical documents of local significance may be accepted at the discretion of the Executive Director. As with all donated materials, historical documents become the sole property of the Crete Public Library, to do with as it sees fit. Materials of local significance may be passed along to the historical society if the library is unable to add them to its Local History Collection.

- **Donations of Other Goods**

The Executive Director is authorized to act on behalf of the Board in accepting gifts of other goods (e.g. art, equipment, furnishings, etc.) that would enhance the library or help the library to better serve the community. In some circumstances, the Executive Director may ask the Board to review the donation, as well as any conditions attached to the proposed gift, prior to its acceptance. Any conditions deemed to be inappropriate or impractical may provide a basis for further negotiation with the donor or for rejection of the gift.

- **Donations to the Friends of the Crete Public Library**
The library will accept donations of money or materials on behalf of the Friends of the Crete Public Library, to be used in support of the Friend's fundraising activities.
- **Undesignated Monetary Gifts**
Undesignated monetary gifts will be used to purchase materials or equipment or to support library programs. In some circumstances, the Executive Director may ask that the Board review the donation before accepting an undesignated monetary gift. If accepted, monetary gifts given for use at the library's discretion shall be reported to the Board.
- **Designated Monetary Gifts**
The Executive Director is authorized to accept or decline offers of monetary gifts to be used for designated purposes. The gift shall be accepted if the Executive Director determines that the designated purpose would enhance the library, help the library better serve the community, or otherwise further the library's mission and goals.
- **Commemorative Gifts**
Monetary gifts to the library designated as memorials or honorariums are considered commemorative gifts. The Executive Director or their delegate shall work with donors as appropriate in the selection of purchases associated with such gifts. These gifts are still subject to the library's *Material Selection and Collection Maintenance Policy*. Commemorative gifts shall be recognized as noted below. [See Appendix for the Memorial/Honorarium Donation Form]
- **Sponsorships**
The library welcomes sponsorships of programs, projects, and events from individuals and groups, including, but not limited to, businesses and service organizations. For instance, local businesses may be solicited to sponsor the library's Summer Reading Program. The Executive Director may assess the suitability of soliciting or accepting a potential sponsor, taking into consideration the public image of the sponsor, its line of business, and all of its products and services. The sponsorship may be pursued if it is determined that the association between the library and the sponsor is suitable and will positively affect the public image that the library has established in the community. Sponsors will be publicly recognized in a variety of ways, such as inclusion on promotional materials, announcements in newsletters, press releases or social media, and announcements at appropriate events.
- **Other Gifts and Donations**
Gifts and donations that do not fall into the aforementioned categories (e.g. securities, real property, etc.) shall be considered by the Executive Director and the Board of Trustees on an individual basis.

Retention & Recognition of Gifts/Donations

Retention: All gifts and donations are given with the understanding that they may one day outlive their benefit to the library. The library cannot commit to housing a donation in perpetuity,

and therefore they may someday be altered, sold, or disposed of in the best interests of the library.

Recognition of Gifts: The library has the sole authority to determine how donors will be formally recognized by or in the library.

- All monetary donations shall be recognized with an acknowledgement letter and publication in the library's newsletter, unless the donor requests anonymity.
- Acknowledgement letters and/or a donation receipt [See Appendix for *Donation Acknowledgement Receipt* form] stating the type and number of items donated will be provided for any donation upon request. Provision of a receipt does not imply that donated materials are tax deductible. The library recommends discussing tax deductions with a qualified tax professional.
- Materials purchased by library staff in memory/honor of someone shall receive a bookplate listing the donor and the honoree, unless otherwise specified, and an acknowledgement letter shall also be sent to the person or family of the person being honored.

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