



ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Gifts and Donor Recognition Policy

General

The Alpha Park Public Library accepts gifts from a variety of donors; our collection and our services have been enriched by monetary contributions, as well as material donations we have received throughout the years.

Gifts to the Library vary greatly in size and value. The gifts section of our web page will highlight the process of gifting, as well as a list of the most needed materials. This section will be updated and maintained regularly. If there are any questions that remain regarding the gifting process and procedure, please feel free to contact the Director.

Restrictions

The library is only able to accept gifts without attached restrictions. Requests for intended use of gifts will be recognized and honored when possible. While gifts may come with a requested use or intent ultimately it is the overlying needs of the library that will determine the use of the gift. Any gift received may be used, sold, or disposed of in the best interest of the Library. All donations are accepted only if, with the opinion of the Library Director and/or the Board of Library Trustees, that the items are in the best interests of the Library.

The overall goal of the Gifting Policy is to treat donors and donations as fairly and impartially as possible. All gifts will be utilized in a manner that complies with the long-range strategic plans of the Alpha Park Library.

End of Use of Gifts

The Library cannot commit itself to perpetually house any donations or gifted materials. To support the mission of the Alpha Park Library and the strategic plan, gifted items may be rehomed, disposed of, or sold when the end of their use is reached.

Donation of Books and Audio Visual or Electronic Materials

In accepting a gift of materials, the same standard of materials that is applied to our collection development policy shall be used to assess items for addition to the collection. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service. Under extraordinary circumstances, special collections of items may be designated, named, and housed appropriately.

Donations--Others, e.g., Bequests, Property, and other Financial Instruments

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. The Library may benefit from annuities and endowment contributions. Citizens may wish to remember the Library in their will(s). Persons wishing to make major donations or bequests should consult their attorney or financial advisor, if necessary, to assist with the process of presenting a major gift to the Library. It is the Library's custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor, if appropriate for the library. Monies in the form of endowments or financial gifts intended for perpetual support of the library may be received directly to the Library, or donated to the Friends of Alpha Park Library. Donations, for the purpose of charity, that must be made to a not-for-profit organization may be received to the Friends of the Alpha Park Group, as it is a certified and designated 501 ©3. Gifts may be received in the form of stipends or one time contributions. Gifts may also be received by the Fund For Illinois Libraries, through the Illinois State Library. Memorial gifts in monetary form will be deposited to the Endowment fund after covering costs of any approved associated materials the principals may request.

Although unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director and the Library Board of Trustees.

Donation of Art Objects, Furnishings, Equipment, and Other Types of Materials

Although such gifts may be welcomed and valued, the final decision on their acceptance rests with the library Director and the Board of Library Trustees.

Recognition of Gifts

The Library may identify donors through the use of a book plate, or a small plaque, *e.g.*, on pieces of furniture and computer equipment or in an annual update to stakeholders, unless otherwise directed by a donor, the Library Director will notify families and individuals when gifts have been given in honor or in memory of a person or persons. The Library Director will acknowledge all gifts received with a letter to donor(s).

Income Tax Statements

The Library cannot appraise the value of a donation of materials, art, equipment, or furnishings. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser.

Matching Gifts

The Library may be designated as the recipient of matching gifts by various employers, *e.g.*, the Caterpillar Foundation. Matching gifts must be submitted via the Fund for Illinois Libraries, administered by the Illinois Library Association, if IRS 501(c)3 status is required for the donation. The Library will make available to the public information on how matching gifts may be obtained for the Library. Matching gifts will be recognized in accordance with other regulations established in this policy.

Naming Rights

Naming rights may be granted by a resolution of the Director with approval by the Board of Trustees for any gifts from individuals, foundations, or corporations if those gifts are \$50,000 or more. Naming rights may extend to a building, a portion of a building, a meeting/gathering space, a designated portion of the library's grounds, equipment, or collections. In any case, naming must be consistent with the nature and mission of the library; naming rights are not guaranteed.

Generally, facilities or a portion thereof, or portions of the library's grounds, shall be named with a preference for function or the name of a donor, or donors.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located, except with approval of the Board of Trustees. All facilities named, or portions thereof, will bear a commemorative plaque or some other appropriate form of identification.

In all circumstances, final decisions concerning naming rights lie with the Director with approval by the Board of Trustees. Naming rights are not guaranteed.