

# Gift and Donation Policy

## Wood Dale Public Library District

Adopted on November 20, 2023

The Board of Trustees of the Wood Dale Public Library District encourages gifts and contributions that will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable Illinois statutes as well as the Library's existing policies and guidelines, including those relating to the selection of and access to books and other resources. The Library Board or the Executive Director makes the final decision on the acceptance of gifts and reserves the right to decide any conditions of recognition, display, housing, access, and disposal. The Library is granted unconditional ownership of each gift. In all instances, the Library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the Library.

### Acceptance of Gifts

**Gifts of Books and Other Library Resources.** The Library gratefully accepts donations of books and most other materials, but does so with the understanding that such materials will be added to the collection only if they are needed and meet the standards of selection that apply to regular purchases in accordance with the Library's *Material Selection Policy*. The Library neither solicits nor accepts gift subscriptions to individual magazines or newspapers. In all instances, the Library reserves the right to utilize gifts and donations as it sees fit and to dispose of gifts which are deemed to be unsuitable for or unneeded in the collection. Special or memorial collections are generally not shelved as separate physical entities. Such collections are only accepted with the understanding that they will be integrated with other materials. When the Library receives a cash gift for the purchase of materials or other resources, whether as a memorial or for any other purpose, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles, however, will be made in accordance with the needs and selection criteria outlined in this policy.

**Monetary Gifts.** The Library encourages unrestricted monetary gifts so that contributions can be used to best support the Library's strategic initiatives and the needs of the community. The Library will consider the wishes of donors when accepting restricted gifts but reserves the right to decline restricted gifts.

**Non-Monetary Gifts.** Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the Library. Any conditions attached to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling, or display of the article, will be considered when determining acceptance. Any such conditions which the Library regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.

**Gifts of Securities.** Marketable securities received by the Library as gifts may be accepted by the Library and will be sold as soon as practicable at the market rate. The net proceeds of unrestricted gifts will be used to support the Library's strategic initiatives and the needs of the community. The Library will consider the wishes of donors when accepting restricted gifts of securities but reserves the right to decline restricted gifts. Gifts offered to the Library consisting of securities that are not readily marketable may not be accepted.

**Sponsorships.** The Library welcomes sponsorship from local businesses, corporations, and community organizations. The aim of sponsorship is to obtain funding or support to provide services, programming, materials, and equipment. The Library will ensure that each sponsor receives acknowledgement and, to the degree that the sponsor is willing and the Library is able, public recognition. The Library reserves the right to make decisions regarding the implementation of each sponsorship. Purchasing decisions, including type of

equipment, materials, furnishings, and other components of a sponsorship will reside with library management. All details as to the design of programs and allocation of resources will also reside with library management.

## Recognition of Gifts and Valuation

**Written Acknowledgement.** The Library shall provide prompt written acknowledgement to donors, including the amount of monetary gifts. Upon request of the donor, gifts to the Library can be made anonymously and donor information will be kept confidential.

**Valuation.** The Library will not issue a statement to the donor regarding the deemed value of nonmonetary gifts. Where recognition is dependent upon the value of a gift, whether an in-kind gift, a book or collection of books, or other type of non-monetary gift, an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. The Library will provide upon request a letter of acknowledgment to a donor describing the gift and its apparent condition.

## Naming Rights

**Space and Resource Naming.** The Board will consider honorary names for certain Library spaces or other resources to acknowledge extraordinary gifts or contributions to the Library. Proposals for naming recognition should be submitted to the Library's Executive Director for consideration by the Board.

Any donations made for naming opportunities for tangible items are made with the understanding that these items will be used and disposed of at the Library's discretion, unless otherwise mutually agreed upon by the donor and Library at the time the donation is accepted. All naming opportunities must be consistent with the Library's policies and the following guidelines:

- The terms and conditions of naming recognition shall be confirmed in writing by an agreement signed by the donor and the Library.
- The naming is not likely to be perceived as an endorsement of an individual, organization, product, or service. The naming will not impose a restriction on the Library as a condition of the donation. No product logos or commercial signatures are allowed in the design of any named recognition signage.
- Naming opportunities do not extend beyond the useful life of the spaces, facilities, equipment, collections, or other named elements.
- The Library reserves the right to alter or terminate an agreed-upon naming designation under unusual or extraordinary circumstances. If circumstances change for a named element or area, the Library, in conjunction with the donor as much as possible, will determine if an alteration or relocation of recognition is appropriate and feasible. Factors to be considered include, but are not limited to:
  - Circumstances change for the named element, e.g., it is significantly altered, is no longer needed/ceases to exist, is replaced, is significantly renovated, or is no longer in use.
  - If the individual or corporation is engaged in activities that are in conflict with the Library's mission and values or is involved in disreputable or criminal activities that would reflect poorly on the Library.
  - The pledge obligation is unfulfilled.