

## **GIFTS POLICY**

The Wheaton Public Library's collection has been enriched and enhanced by generous donations of money and other materials. Through donors, the Library has been able to acquire materials which could not have been purchased otherwise. The Library Board of Trustees welcomes and encourages donations and gifts which can be used in ways that best support the Library's goals and are consistent with the Library's Mission Statement.

### **GENERAL PROVISIONS**

**No donation can be accepted unless it is given to the library without restrictions.**

It is the responsibility of the Board of Trustees and the Library Director to decide whether a gift is suitable for inclusion in the library. Therefore, the Wheaton Public Library reserves the right to accept or reject any gift, donation, endowment or bequest. Their use will be determined by the Wheaton Library Board of Trustees within the scope of its statutory authority.

The Library will consider the wishes of donors when accepting unrestricted gifts. In reviewing any potential donation, the Board of Trustees will consider the item's usefulness, desirability, space requirements, and cost of maintenance.

All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of. The Library cannot commit itself to perpetually housing a donation.

The Library as a public tax-supported institution cannot grant special favors or privileges to any individual or organization.

The Library cannot assign a market value to donations of materials or items. For tax purposes, it is the donor's responsibility to assign value and to document it for the Internal Revenue Service. Receipts may be given which describe the number and format of donated materials or items.

### **DONATIONS OF BOOKS AND OTHER LIBRARY MATERIALS**

Upon occasion someone may wish to donate a book or non-print item already owned or purchased by the donor. The library may accept these items provided they comply with the Library Materials Selection Policy and are needed. If the library is unable to use these materials, they may be accepted with the understanding that they will be sold, given to other libraries, or given to a recycling center.

In order to avoid inconvenience, the Library recommends that the donor first submit to the Library Director the title of the book he/she wishes to donate.

## **MEMORY AND PRESENTATION BOOKS OR AUDIO-VISUAL MATERIALS**

Monetary donations may be made to the library for the purchase of books or audio-visual items as memorials or to honor a person or event. Library staff select appropriate items to fulfill the wishes of the donor and send an acknowledgment to the family of the deceased or to the person being honored and to the donor. The item is processed with the library's bookplate and listed in the Gift Record Book. Organizations and institutions often give monetary donations to the library for the purchase of items in specific subject areas, and these materials are then processed with a presentation bookplate.

## **MONETARY DONATIONS, CASH EQUIVALENTS, AND REAL PROPERTY**

The Wheaton Public Library welcomes direct donations of cash, real property, stocks and bonds. Cash gifts will be used for library materials, library furnishings or equipment, or to sponsor library programs. The Library will consider the wishes of donors when deciding the use of such gifts, but only unrestricted donations are accepted.

Gifts of Securities or Real Property: Marketable securities or real property received by the Library as gifts will be sold as soon as practicable at the market rate, and the net proceeds used as if a cash donation had been made by the donor, subject to the policies outlined above.

## **OTHER DONATIONS**

The Library Board of Trustees may, from time to time, provide the opportunity under a Library Development Plan for citizens to donate money towards the purchase of furnishings, paintings, statuary, and other tangible personal property. The wishes of the donor will be considered, but the type of recognition provided and the location, disposition, handling or display of the article, are within the sole discretion of the Board.

### **Donations of Art Objects**

Any art objects must be donated unconditionally with all rights of ownership transferred to the library. Any such gifts are accepted only with the understanding that the Library has the right to determine retention, location and disposition of the items donated. Items may or may not be displayed. The library retains the right to sell any item and use the sale proceeds for other purposes as needed.

### **Gifts of Furnishings and Equipment**

Gifts of furnishings and equipment will be accepted only when, in the opinion of the Library administration, the proposed gift is of a type that is compatible with the Library's existing furnishings and is needed. Generally it is recommended that donors contribute money for the purchase of such articles.

### **Recognition**

All such donations will be acknowledged and given public recognition in a manner appropriate to the item as determined by the Library Board of Trustees.