

# Gifts to the Library Policy

## THE BOARD OF LIBRARY TRUSTEES OF THE RIVER EAST PUBLIC LIBRARY DISTRICT MCHENRY COUNTY, ILLINOIS

### Gifts Policy

#### *I. PURPOSE*

The purpose of this policy is to set forth guidelines for accepting and handling gifts made to the River East Public Library District.

#### *II. POLICY STATEMENT*

The River East Public Library District accepts gifts of cash and noncash property. All gifts received by the River East Public Library District will be directed to purposes consistent with the strategic directions of the organization. River East Public Library District accepts gifts according to the following guidelines:

**Monetary Gifts:** Monetary gifts will be directed to the River East Public Library District for operations, library materials, equipment, other capital expenses, or to designated funds. The River East Public Library District is a governmental agency, so all gifts are tax-deductible to the full extent of the income tax laws.

**Gifts of Materials:** Gifts of materials will be evaluated by members of the Library's Materials Selection Staff, according to criteria in the Library's selection policies. Staff will determine where the gifts can best be used. The value of the item(s) given is to be determined by the giver.

**Gifts to Special Collections:** The Library Director will consider donor preferences regarding the disposition and use of these gifts. If appropriate, the donor and the Library Director may execute a "River East Public Library District Special Collection," which will lay out the understanding for the disposition and use of the gift.

**Gifts of Personal Property:** Gifts of personal property, art objects, portraits, antiques, and museum objects must be approved by the Library Board of Trustees. Because the library is not a museum, gifts of items for permanent display or preservation are not normally accepted. The Library can however, accept such items when all of the following criteria are met:

1. The item is specifically and clearly related to the Library or Community history, or otherwise serves the library's strategic directions.
2. There is adequate and appropriate space to display and/or house the item.
3. The item can receive proper care and attention.
4. The donor and the Library Director execute a "River East Public Library District Gift Agreement" which provides for disposition and use of the gift.

**Gifts of Equipment:** Gifts of equipment will be evaluated by appropriate Library staff members who will make recommendations to the Library Director for approval. All gifts must meet Library and/or County government standards and serve the Library's strategic directions.

**Gifts of Real Estate:** Gifts of real estate must be approved by the Library Board of Trustees.

### ***III. APPLICABILITY***

1. This policy applies to all gifts received by the River East Public Library District.
2. All gifts are accepted (and given) without restrictions unless the Board of Trustees, River East Public Library District and The Library Director have specifically adopted as agreement as stated above. All gifts may be sold, used or disposed of in the best interests of River East Public Library District.

### ***IV. RESPONSIBILITY***

1. The Library Director and The Board of Trustees, River East Public Library District, are responsible for interpreting, monitoring, and ensuring regular reviews of this policy.
2.
  2. The Library Director is responsible for understanding and effectively communicating to employees their responsibilities regarding this policy.

Effective Date: May, 2000

Review / Revision Date: July 2, 2013

Review: 8/2019