

# **DONATIONS, GIFTS, AND SPONSORSHIPS POLICY**

## **GENERAL INFORMATION**

### **ACCEPTANCE OF DONATIONS**

The Flossmoor Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions. Through donors, the Library has been able to acquire materials that could not have been purchased otherwise.

### **INCOME TAX STATEMENTS**

The Library cannot appraise the value of a donation of materials or art. However, the donor will receive a letter acknowledging the donation. It is the donor's decision to determine the value of the donation or to utilize an independent appraiser.

### **RESTRICTIONS**

No donation can be accepted unless it is given to the Library without restrictions, or if the Library Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold or disposed of in the best interest of the Library. Donations are accepted only if, in the opinion of the Library Director and the Library Board of Trustees, they are in the best interests of the Library.

### **RETENTION**

All gifts are accepted with the understanding that it may someday be necessary that the items be sold or disposed of in the best interest of the Library. The Library cannot commit to perpetually housing a donation.

## **TYPES OF DONATIONS**

### **ART OBJECTS AND RELATED MATERIALS**

Although such gifts are usually welcomed and valued, the final decision on the acceptance rests with the Library Director and the Library Board of Trustees.

### **BOOKS AND AUDIO VISUAL MATERIALS**

In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials donated to the Library, only a portion can be used. Some items cannot because 1) they may be duplicates of an item that the Library already has sufficient number; 2) outdated material – not of sufficient present reference or circulation values to the Library; or 3) in poor condition. The material will be judged by the same standards of selection as those applied to the purchase of new materials (see Flossmoor Library's "Collection Development Policy").

Flossmoor Public Library accepts gift books and materials with the understanding that books or materials which are useful to the Library collection will be retained and other books or materials will be disposed of in whatever manner the Library deems best. 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.

### **FRIENDS OF THE FLOSSMOOR PUBLIC LIBRARY**

The Library will accept donations of books and other print or audio/visual materials on behalf of the Friends of the Flossmoor Public Library to be sold or used in support of fundraising activities.

### **MEMORIAL GIFT BOOKS AND RECOGNITION**

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. So that the Library can properly acknowledge the gift, a special form to record the information is available and should be completed. For memorial books to the Library, the Library may place a memorial bookplate within the book, if desired.

### **OTHER TYPES**

The Library welcomes cash contributions, gifts of real property, stocks and bonds. It is the Library's custom to expend cash gifts on materials, equipment or on a project which is acceptable to the donor. However, purchasing decisions, design of programs and the allocation of resources will reside with Library management. Restrictions on any gift must be submitted in writing and approved by the Library Board of Trustees before the gift is accepted. However, there may be occasion in which the restrictions set by the donor make it not possible for the Library to accept the donation.

## **SPONSORSHIPS**

Flossmoor Public Library welcomes the sponsorship of programs, projects and events from individuals and groups including, but not limited to, businesses and service organizations. Sponsorships must be approved by the Library Director and the Library Board of Trustees.

In assessing suitability of soliciting or accepting a potential sponsor, the Library Board of Trustees considers the public image of the sponsor, its line of business and all of its products and services. Sponsorships are pursued if the Library Board of Trustees determines that an association between the potential sponsor and the Library is suitable and will positively affect the public image that the Library has established in the community.

Sponsorships do not drive the Library's agenda or priorities; nor do they give unfair advantage to, or cause discrimination against, sectors of the community. Sponsors may not direct the selection of collections or require endorsements of products or services. The Library will not sell or provide access to library records in exchange for support, gifts, grants or sponsorships. All gifts, grants, and sponsorships must leave open the opportunity for other actual or potential donors/sponsors to have similar opportunities to provide support to the Library.

Public recognition of the sponsor may include:

- A statement of the sponsor's name and a display of its logo on the Library's promotional materials for the sponsored program or service. Standards controlling the size, format and location of such acknowledgement will be developed by Library marketing staff for consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.
- An announcement or short article in the Library newsletter or e-newsletter.
- A verbal announcement at the beginning of the program
- A press release submitted to local media outlets.

Approved and Adopted by the Library Board of Trustees: July 10, 2018

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