

# Hinsdale Public Library

## Gifts to the Library

### **Purpose**

The Hinsdale Public Library Board of Trustees actively encourages gifts and contributions that will help the Library better serve 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. The Library, through the Board or the Board's delegated authority, makes the final decision on the acceptance, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing or access. The Library is granted unconditional ownership of each gift.

### **Acceptance of Gifts**

#### **1. Undesignated Monetary Gifts**

The Executive Director is authorized to act for the Library Board in accepting offers of undesignated monetary gifts. In some circumstances, the Executive Director may ask that the Board review the donation before accepting an undesignated monetary gift.

If accepted, monetary gifts given for use at the Library's discretion ("general gifts") shall be reported to the Board of Trustees. Any general or undesignated gift to the Library up to \$3,000 shall be set aside for use by the Art Committee. General or unrestricted gifts to the Library in excess of \$3,000 may be designated for use by the Art Committee with the approval of the Board.

#### **2. Designated Monetary Gifts**

##### **A. General**

The Executive Director is authorized to act for the Library Board in accepting or declining offers of monetary gifts to be used for a designated purpose. The Executive Director shall accept any such gift, and apply it as directed by the donor, if he or she determines that the designated purpose would enhance the Library or help the Library better serve the community.

##### **B. Commemorative Gifts**

Monetary gifts given for the purchase of library materials as an honorarium or memorial are classified as commemorative gifts. The Executive Director or a staff member designated by the director will work with donors as appropriate in the selection and processing of purchases associated with such gifts.

##### **C. Securities**

Gifts of marketable securities may be accepted by the Executive Director in accordance with the provisions of this policy regarding the acceptance of monetary gifts.

Such securities will be sold as soon as practicable at the market rate, and the net proceeds used as provided here with regards to general and designated gifts. Gifts offered to the Library consisting of securities which are not readily marketable will be submitted to the Board for a decision as to acceptability.

##### **D. Gifts to the Art Committee**

Monetary donations designated for use by the Art Committee will be accepted and used in accordance with the Library's [Art Policy](#).

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### 3. Donations of Goods

#### A. Library Materials

The Executive Director, in accordance with existing Library policies and guidelines, may exercise discretion concerning which donated materials shall be accepted or retained for the Library's collection.

#### B. Furniture, Technology, Etc.

The Executive Director is authorized to act for the Library Board in accepting gifts of furniture and other articles that would enhance the Library or help the Library better serve the community. In some circumstances, the Executive Director may ask that the Board review the donation before accepting a gift of furniture, technology or other material item.

#### C. Art

Gifts of paintings, statuary, or other works of art will be considered by the Art Committee in accordance with the Library's Art Policy.

#### D. Conditions

Any conditions attaching to a 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 by the Board. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for further negotiation with the donor or for rejection of the gift.

## Valuation of Non-Monetary Gifts

While the deemed value of non-monetary gifts may be a factor for consideration, neither the Library staff nor the Board will issue a written or verbal statement of monetary value to the donor. The Executive Director, or a staff member designated by the Director, may provide, on request, a letter of acknowledgment to a donor describing the gift and its apparent condition.

## Use and Recognition of Gifts

#### A. Use of Gifts

While it is the Board's intention that all honorary names for library facilities, collections, programs, or services will be used for many years to come, neither the Board nor the Executive Director shall promise that a name, or even that the facilities, collections, services, or programs so named, will be used in perpetuity. All gifts to the Library shall be given and accepted with the understanding that they may someday be altered, sold, or disposed of in the best interest of the Library.

#### B. Recognition of Gifts

With the exception of artwork and donations to the Art Committee, the Board has sole authority to determine how donors will be formally recognized in the Library or on Library property.

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All monetary donations shall be recognized with an acknowledgement letter and publication in the Library's newsletter, unless the donor requests anonymity. In addition, items purchased for the collection shall receive a bookplate listing the donor and the honoree and an acknowledgement letter shall be sent to the person(s) or family of the person being honored. A gift report shall be included in each monthly board packet.

Related Library Policies

[Hinsdale Public Library Art Policy](#)

Hinsdale Public Library Board of Trustees

Approved and Adopted by the Library Board on August 26, 2008. Revised 1/24/12, 4/28//15.