



Donations Policy

APPENDIX H of Collection Development Policy

February 2021

The Riverside Public Library Board of Trustees (the Board) actively encourages gifts and contributions which 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 the provision of access to books and other resources. 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.

The Library reserves the right to refuse any gift the Library Board of Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

Gifts of Books & Other Library Resources: Gifts of books or other materials will be accepted in accordance with the *Library's Guidelines for Materials Donations*. A bookplate with pertinent information will be affixed to all material unless requested not to. Pre-bought gifted books or other physical materials cannot be used as a Memorial donation or Honor book without approval by the Library Director.

Collections: Gift Collections only be accepted by the Library Director in consultation with the Board of Trustees and with the understanding that the collection may not be kept intact.

Memorial/Honor Gifts: The Library welcomes monetary gifts given in recognition of individuals or organizations. The Library staff will attempt to accommodate the donor's preferences for use of the donation.

Monetary Gifts: Monetary gifts to the Library are used to enrich the services and collection of the Library. Contributions can be made in an amount to any of these funds or as unrestricted for use as the Library sees fit:

General Endowment Fund: This fund is unrestricted and can be used to purchase what the Library needs, and can include, but is not limited to, books and materials, equipment and supplies, personnel, and building improvements.

Batkko Endowment Fund: Contributions to this fund are considered principal and only the interest earned may be spent. Interest earned in this fund is used to purchase children's books.

Dardwin Fund: This fund is used to purchase books, publications, reference materials and video/media supplies.

Gift Fund: This fund is unrestricted and can be used to purchase what the Library needs, and can include, but is not limited to, books and materials, equipment and supplies, and building improvements. It cannot be used for personnel.

Program & Project Donations: The Library will accept monetary gifts to fund Library programs upon approval of the Library Director. Project donations may also be accepted upon approval of the Board. These donations, once accepted, are subject to the following requirements:

- The money for the proposed project or program must be donated to the Library. The Library will establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of the donation in accordance with the laws of the State of Illinois and the requirements of the Office of the State Auditor.
- All labor contracts or purchased services for the project or program will be acquired by the Library under its purchasing rules in order to protect the Library and to capture the advantages of the Library's tax-exempt status.
- All materials, products, or items will be acquired by the Library under the Library's purchasing rules. Any non-book/audio/visual donation must have a Deed of Gift form completed before we will accept it. The forms are available in the Library Director's office.
- A list of program sponsorships is attached.

Art & Decorative Items: The Library may accept donations of art when such art works are: of local interest to the community; of a professional quality; well executed and in good condition. Such donations will be handled by the Director, who in consultation of the Board of Library Trustees will determine the suitability of the gift.

Donations of art work must be unconditional, transferring ownership and rights of ownership to the Library. The Library's Deed of Gift form must be completed and signed at the time of acceptance by the Library. Donations are accepted only with the donor's full agreement that the Library has the right to handle or dispose of the art work in the best interest of the Library.

All donations to the Library will be recognized formally in a letter from the Library Director. If the donations fall under the guidelines of the Library's formalized recognition program, the donor(s) name will be added to the Library's Donation Page on our website www.riversidelibrary.org.

Reviewed & Approved by the Board of Trustees November 8, 2011, August 12, 2014, March 10, 2015, September 15, 2015, February 9, 2021