

**POLICY 735
DONATIONS AND GIFTS**

The Lisle Library District welcomes gifts, donations, endowments, memorials, and planned giving that supports the Library mission, programs and services. All donations may be subject to Library Director or Board of Trustee approval depending upon the nature of the donation.

The following policy points apply:

1. The Library will only enter into giving relationships that are determined to be in the best interest of the Library. The LLD and the Board of Trustees reserve the right to accept or decline a donation in any form.
2. The Library has the right to accept or decline donations, and may opt subsequently to donate said items or use a resale program to direct the acquired funds in support of Library programs or materials.
3. Any item donated becomes the property of the Library and may be added or withdrawn from the collection without consent of the donor. Material donations should follow collection development plans and support the effective management goals of the collection.
4. The Library will follow generally accepted accounting principles (GAAP) relating to the accounting and crediting of all contributions, and follow all applicable legal requirements and restrictions.
5. While it is important that the Director and Trustees remain aware of any tax provision relating to contributions, the Library will not represent itself as representing the donor in any transaction and will stipulate that the donor contact a professional advisor in questions of gift valuation and deductibility.
6. Individual Trustees, employees and/or volunteers may not make any promise to a donor, nor expect any favoritism from a donor, nor agree to any donor-directed changes in the vision, policies, services, collections or programs of the Library for the purposes of soliciting a contribution.
7. Developed relationships or agreements must maintain the Library's principle of intellectual freedom, safeguard the Library's equity of access, support the Library's policies against discrimination and assure user confidentiality.
8. Donor, sponsor and partner names are public information unless the donor requests anonymity.

9. Corporate Giving: Corporations are encouraged and welcome to donate funds. The Library participates in the Fund for Illinois Libraries (ILSDO) through the Illinois Library Association. This fund provides a channel to direct corporate dollars to a Library.

General Materials Donations

The Library is happy to accept material donations such as books, DVD's, and other items that may be used to support the collection. These items will be evaluated for usability in the collection.

We will not accept:

- (a) Items that are in poor condition such as faded, yellowed, or stained
- (b) Items that may have smoke, pet or other odors
- (c) Periodicals
- (d) Encyclopedias
- (e) Technical or Medical Manuals
- (f) VHS, Cassette Tapes, LP album or other obsolete formats
- (g) Textbooks more than 3 years old
- (h) Business or Computer books more than 3 years old

Up to two boxes of items may be donated without appointment. Additional boxes will require an appointment with a material review by a staff member prior to acceptance.

Due to limited storage considerations the Library may decline materials at any time. A list of other local donation opportunities may be obtained at the Reception Desk.

Adopted 2/20/13