SUBJECT: DONATIONS

I. PURPOSE
The Naperville Public Library welcomes both financial and in-kind donations. The purpose of this policy is to describe the circumstances under which the Library accepts donations.

II. SCOPE
The Naperville Public Library accepts donations of many kinds, including bequests, endowments, memorials, in-kind donations, and materials.

III. PROVISIONS
A. All development and solicitation of funds or donations are under the supervision and approval of the Executive Director or designee.
B. The Naperville Public Library Board of Trustees reserves the right to accept or reject any donation, endowment, or bequest.
C. Direct Monetary Donations – Unrestricted
   1. If donated funds are unrestricted, they may be expended by authorization of the Naperville Public Library Executive Director, or designee, within the scope of his or her statutory authority.
   2. Parties providing monetary donations for Library materials may recommend a subject area or format. The Library will attempt to honor the donor’s wishes if the recommendations are consistent with Policy 260, Materials Selection. Items purchased from these funds will be selected by the staff. A gift plate will acknowledge the donation if requested by the donor. Contributions toward subscriptions must be made with funds to cover a two-year commitment.
   3. Unrestricted monetary donations will be acknowledged in writing to the donor.
D. Direct Monetary Donations – Restricted
   1. If donated restricted funds are accepted, they must be expended according to the Donor’s conditions.
   2. Direct monetary donations will be acknowledged in writing to the donor.
E. The donor will determine whether a donation is being given to the Library or the Naperville Public Library Foundation.
F. Donation of Library Materials
   1. All materials donated will be evaluated for acceptance by staff. Donations must be outright and unconditional.
   2. The staff will determine which materials to add to the collection. Those items not added may be offered for sale, utilized for promotional purposes, or transferred to other institutions. Unsuitable items will be discarded or recycled.
   3. A receipt of materials will be provided for tax purposes upon request of the donor.
G. In-Kind Donations
1. The Library may accept other in-kind donations such as merchandise coupons or complimentary admissions in support of Library programs. In-kind donations will be acknowledged in the Library’s promotional materials.

2. The Library may accept donations of art when the following conditions are met:
   a. The proposal will be reviewed by a committee consisting of one Library Board member, two Library staff members, two individuals with expertise in the visual arts or architecture, and the Library Manager of the building in which the piece is proposed to be displayed. The committee will be convened as needed and will be selected by the Executive Director on an ad hoc basis. Its ruling on the Library’s acceptance of any piece will be final.
   b. Donations of art must be unconditional, transferring ownership and all the rights of ownership to the Library. Donations are accepted only with the understanding that the Library has the right to determine retention, location, and other considerations relating to the use or disposition of the gifts. The Library may sell the item for value and use the proceeds for any purpose appropriate to the Library’s vision. The Library may transfer ownership to any other agency it deems appropriate.

H. Trustees, employees and/or volunteers may not make any promise to a donor, expect any favoritism from a donor, nor agree to any donor-directed changes in the vision, policies, services, collections or programs of the Library as a result of a solicitation or contribution, nor should any vendor be chosen based on a stated or implied contribution to the Library.

I. All contributors have the right to obtain complete and timely information on how their donation was or will be used.

J. The Library reserves the right to terminate an existing agreement should conditions arise during the life of the agreement which would result in it conflicting with the best interest of the Library.

K. Capital campaigns conducted to raise large sums of money to fund capital building or renovation projects will be under the direction of the Executive Director, with approval of the Board of Trustees.

L. 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.

M. All sponsored or donated products, materials and services must meet the standards used by the Library in the purchase of similar materials.