

**COAL CITY PUBLIC LIBRARY DISTRICT
MATERIAL AND MONETARY DONATIONS POLICY***

**ADOPTED BY
THE BOARD OF TRUSTEES
AUGUST 20, 2019**

**REVIEWED
AUGUST 24, 2021**

*Denotes Legal Language

MATERIAL AND MONETARY DONATIONS POLICY

The Coal City Public Library District (Library) is grateful for donations and recognizes that both the collection and the facility have been enriched by donations of materials and monetary contributions. Through donations, the Library has been able to enhance facilities and acquire materials that might not otherwise have been possible.

DONATIONS OF BOOKS AND MATERIALS

When accepting a gift of books or materials, the Library reserves the right to decide whether the materials donated will be added to its collection. Of the many materials which are generously given to the Library, a significant portion are used. Some materials, however, are not added to the collection for one or more of the following reasons:

- the donation is a duplicate of an item already owned in a sufficient number.
- the donation is outdated or not of sufficient reference or circulation value.
- the donation is in such poor condition that cataloging and preparing it for circulation would not justify the expense of processing it.

Donated material will be judged by the same standards of selection as those applied to the purchase of new materials. The Library accepts donated materials with the understanding that materials that are useful to the Library collection will be retained while other materials may be disposed of in whatever manner the Library deems best. The Library reserves the right to interfile donated materials with other collections on the same subject so that all collections are organized and classified according to the Library standards for the most effective public service. It is also understood that any book or other material accepted for and added to the collection may be withdrawn from the collection in the future.

Upon the request of the donor, the Library will provide a receipt to confirm a donation of materials.

DONATIONS OF WORKS OF ART/COLLECTIONS

Although works of art and other such gifts are usually welcomed, the final decision on their acceptance rests with the Board of Trustees. All donations of works of art or collections should be discussed in advance with the Board of Trustees and/or Library Director.

MONETARY DONATIONS

The Library welcomes gifts of cash, insurance proceeds, bonds, stocks, and real estate. It is the custom of the Library to expend cash gifts on material, equipment, or a project that is acceptable to the donor where the donor's conditions, if any, are consistent with the Library's mission. A donor may request that such material, equipment, or projects be named in memorial to or in honor of named individuals, and for that reason it is recommended that donors discuss donation restrictions with the Board of Trustees and/or Library Director. All donations to the Library are accepted only if, in the opinion of the Board of Trustees, the donations are in the best interest of the Library.

ACKNOWLEDGMENTS/INCOME TAX STATEMENTS

Upon receipt of a donation, the Library will issue the known or identifiable donor a letter of acknowledgement of the donation. This acknowledgement will not appraise the value of any donation. Obtaining an appraisal or otherwise determining the value of such a donation is the responsibility of the donor.

DONOR PRIVACY

Information concerning donors or prospective donors, including their names or any other information for which there is a reasonable expectation of privacy and/or confidentiality, is kept strictly confidential by the Library, its Board of Trustees, staff, and volunteers, unless written permission is obtained from the donor to release such information.

Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift.

Completion of the donation remittance envelope or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors