

## **Elmwood Park Public Library Donations and Partnerships**

Elmwood Park Public Library welcomes donations from individuals and organizations to enhance or improve the Library, and its collections, services and programs. Donations may take the form of monetary gifts or in-kind donations of materials or services, as well as partnerships to develop specific projects.

All donations to the Library are reportable for tax purposes.

### **Commemorative Donations**

The Library offers opportunities to honor or recognize the lives of people and their achievements through the Giving Tree, bookplates, or naming rights. The Library will work with donors to determine the most appropriate option for their needs.

#### *Giving Tree*

The Giving Tree is a bronze art installation located in the Library's lobby that allows donors to commemorate people or events in a unique and lasting way. Leaves and acorns may be purchased and will be inscribed as determined by the donor. An acorn may be purchased for \$250, while a leaf is \$100. Donors will be notified when the installation is completed.

#### *Memorials and Commemorative Books*

The Library accepts cash donations for the purchase of library materials as memorials, honor, or recognition of people, achievements and events, which will be acknowledged with a bookplate and added to the Adopt-a-Book list on the Library's website. The general nature or subject area of the materials to be dedicated will be based upon the wishes of the donor. However, library staff will select specific titles in accordance with the Library's selection policy. Donors will be notified of the final selection and be given the first opportunity for checkout of materials.

One book may be purchased for \$15, three books for \$30, or a set of 5 for \$50.

#### *Naming Rights*

The Library will consider naming building elements such as end panels, rooms, or landscape features in return for a cash donation. Administrative staff will maintain a list of available items and prices and will follow established procedures for negotiating and recognizing such donations.

### **Gifting of Materials**

The Library accepts donations of materials (books, audiovisual, etc.) on a selective basis in order to support the Library's collection. Staff members apply the same criteria used for purchasing decisions in deciding whether or not to accept proposed gifts. Materials not meeting these guidelines will not be added to the collection, but may be used in the Library's ongoing book sale or recycling program. Library staff members will not assign a monetary value to any material that is donated to the Library.

Generally gift material will be integrated into the general collection. Unless otherwise determined by the Library Director, the Library does not offer pick-up of donations or onsite evaluations of materials nor can it accept special collections of materials that are to be kept together as a separate physical entity, or that have restrictions as to use, permanence and/or location.

Gift materials given to the Library become the Library's property. Material not accepted into the library collection may be disposed of at the staff's discretion.

### **Fine Art**

The mission and goals of the Library support the development of collections of library materials, and the Library building is designed to accommodate those types of collections. While the Library Board is grateful for donations from citizens, there are limited facilities in the building to display, protect and preserve fine art, including furniture, paintings, and sculpture. Therefore acceptance of these objects will be on a case-by-case basis.

Upon acceptance, such gifts of art will be acknowledged, and a signed donation form recording the terms of the gift will be kept on file. However, no monetary value shall be assigned to any gift nor such information included in any receipt.

At their discretion, the Library Board may commission or request works of fine art that are appropriate to the building and do not require excessive security or maintenance.

### **Program Support**

Library staff may solicit support for programs such as Summer Reading in the form of cash donations or prizes for program participants. A letter of acknowledgement for gifts of money and in-kind support will be provided, and a copy will be placed on file. Any special recognition agreements will be stipulated in the letter.

The Library will also accept unsolicited donations for public programs that are in compliance with the Library's Program Policy.

Public acknowledgement of such donations in the library's promotional materials will normally be restricted to a statement of the donor's name and/or a display of logo. Such acknowledgement will not take precedence or have prominence over the library's own logo or branding.

### **Partnerships**

Elmwood Park Public Library may enter into partnerships to develop specific programs or services that would be enhanced by collaboration with another organization. A partnership with a commercial entity does not imply and may not require Library endorsement of the partner's product or service.

The terms of each partnership will be laid out in a written agreement approved by the Library Director and an executive of the partner organization.

### **Unrestricted Cash Donations**

Cash donations received by the Library without a stipulated purpose will be used to fund Library collections, programs and services. Donations of \$25 or more will be deposited in the Library's Gift Fund and be governed by the Fund Balance Policy. A letter of acknowledgement will be provided, and a copy will be placed on file.

### **Fund for Illinois Libraries**

Elmwood Park Public Library is also a member of the Illinois Library Association's Fund for Illinois Libraries, which accepts 501 c3 donations on the Library's behalf. This fund is typically used for donors who make corporate or matching donations. Checks should be made out to Fund for Illinois Libraries, with Elmwood Park Public Library written in the notes/memo field.

### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially.

Approved and Adopted by Library Board, May 2010, February 2013, May 2016