



# JOLIET PUBLIC LIBRARY

## CONNECTING YOU TO THE WORLD

### **Gift Donation Policy**

**Policy Adopted by the Joliet Public Library Board of Trustees  
May 19, 2011**

The Joliet Public Library welcomes donations of cash, materials, and other miscellaneous items. The purpose of this policy is to provide guidance to citizens, businesses, and organizations that make donations to the Library. The Library may accept gifts, donations, endowments, bequests, and trusts, according to its needs, interests, and policies. The Library reserves the right to accept or reject any gift, donation, endowment, bequest, or trust. Letters of acknowledgment will be sent at the Library's discretion. Exceptions to this policy are made at the discretion of the Library Director or designee.

#### **TYPES OF DONATIONS**

##### **A. Donations of Money**

The Joliet Public Library welcomes donations of money. These funds may be used for library materials, library furniture or equipment, or to sponsor library programs.

1. Unrestricted gifts are those that the donor has not specified terms, conditions, or purposes. In the case of library materials, the donor may recommend a subject area or format. The Library will attempt to honor the donor's wishes if the recommendations are consistent with the Collection Development Policy and available space. Selections purchased from these funds will be made by the staff. A gift plate will acknowledge the donation if requested by the donor. Contributions for subscriptions must cover a two-year commitment.

Funds received for library furniture or equipment will be acknowledged through the placement of a plaque on or near the item or items purchased with the gift. Funds received to sponsor library programs will be acknowledged with a mention of the sponsor in promotional materials.

2. Restricted gifts are those that the donor has defined specific terms, conditions, and purposes. The Library will accept such gifts, donations, endowments, bequests, and trusts that support its mission. These offers will be handled by the Library Director, who will determine, in consultation with the library Board of Trustees, the suitability of the gift. Terms of acceptance must be compatible with the Library's policies, the donor's intent, and applicable laws.

The Library will send a letter of acknowledgment for accepted donations.

##### **B. Donation of Library Materials**

Individuals frequently donate their used materials to the Library. We will apply the same criteria when considering adding these donations to the collection as we do for items that we purchase for the collection. Donations that are not added to the collection will be put in one of the Library's book sales if

they are determined to be items that we are likely to be able to sell. We do retain the right to recycle or otherwise dispose of items that are donated to the library. All donated items become the property of the Joliet Public Library, and all donations must be outright and unconditional.

### **C. Other Donations**

In support of its programs, the Library accepts other donations, such as merchandise, coupons, or complimentary admissions. These donations will be acknowledged in the Library's promotional materials.

If a gift of art is proposed during design or construction of a new building, the Library will consult with the architect and the professional interior designer working on the building to determine whether the gift is appropriate to the facility and whether the Library will accept the gift.

Gifts of art must be unconditional, transferring ownership and all the rights of ownership to the Library. Gifts 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 display the gift or not. If the gift is not displayed, the Library may return the item to the person or group making the donation or may sell the item for value and use the proceeds for any purpose appropriate to the Library's mission. The Library may transfer ownership to any other agency it deems appropriate.