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| Policy and Procedure Manual | Section B 7.6 |
| Public Policy Gifts to the Library | Issued: February 19, 2024 Approving Authority: Board of Library Trustees |

Gifts to the Library Policy

Materials

The library gratefully welcomes donations of new and gently-used books which can be dropped off at the Patron Services Desk. For donations exceeding 25 books, the library kindly asks that patrons contact the library in advance to ensure smooth processing. The library will not pick up donations of materials. The library is unable to accept items that are dirty, moldy, or strong smelling. Donations must be outright and unconditional. Library staff will determine which materials to add to the collection based on the Collection Development Policy. Those items not added may be offered for sale by the Friends of the Orland Park Public Library or transferred to other institutions. Unsuitable items will be discarded or recycled. A receipt of materials will be provided for tax purposes upon request of the donor.

Monetary Donations

Tax-deductible contributions in support of the library may be made through the Friends of the Orland Park Public Library, which is a 501(c)3 organization. If donated funds are unrestricted, they may be expended by authorization of the Library Director or a designee. If a donation of restricted funds is accepted, it must be expended according to the donor's specified conditions.

Tax-deductible donations may be made directly to the Orland Park Public Library and will be classified as charitable donations. Patrons providing monetary donations for library materials may recommend a subject area from which to purchase a book. The library will attempt to honor the donor's wishes if the recommendations are consistent with the library's Collection Development Policy. Monetary donations will be acknowledged in writing to the donor.

All monetary and in-kind donors have the right to obtain timely and comprehensive information on how their donation was or will be used. The library reserves the right to terminate agreements if circumstances arise that conflict with the best interests of the library during the agreement's duration. Capital campaigns conducted to raise large sums of money to fund capital building or renovation projects will be under the direction of the Library Director, with approval by the Board of Library Trustees.

Naming Opportunities

Special recognition for monetary donations in exchange for naming opportunities of library spaces will be determined in advance. Display and purchasing decisions, including the type of signage, materials, furnishings, and other components of a space will reside with the Library Director or designated library staff member. Any decision regarding the granting and duration of a naming opportunity, which may be for a limited period of time or in perpetuity, rests with the Board of Library Trustees with consideration given to the donor's wishes and the amount or value of the donation

In-Kind Donations and Sponsorships

The library welcomes various forms of support, including in-kind donations or sponsorships, such as coupons, free admission tickets, or gift baskets, to offer as incentives for programs like the summer reading challenge. Special recognition agreements will be established in advance. In-kind donations will be recognized in the library's promotional materials and acknowledged with a thank you letter.

Regarding sponsorship acknowledgment, the library will limit inclusion in promotional materials to the sponsor's name and logo. The size and placement of this acknowledgment will be determined by the library to maintain a consistent appearance. The sponsor's acknowledgment will not supersede or overshadow the prominence of the library's logo.

Additional Information

Library trustees, staff, and volunteers cannot make any promise to a donor, accept any favoritism from a donor, nor agree to any donor-directed changes in the purpose statement, 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.

The library will not represent itself on behalf of the donor in any transaction and will stipulate that the donor contact a professional advisor to answer questions of gift valuation and deductibility. All gifts become the property of the library to use or dispose of. No guarantee is made that an item will be permanently displayed or kept by the library. The Board of Library Trustees or the Library Director reserves the right to accept or reject any donation, endowment, or bequest ensuring alignment with the library's mission and needs. The library will ensure legal compliance with all relevant legal regulations governing charitable contributions.

Library staff are not permitted to accept gifts such as money, gift cards, or non-perishable items from patrons as a sign of gratitude for their assistance.