

## **Morton Public Library District Donations, Gifts and Memorials Policy**

The Morton Public Library accepts gifts from a variety of donors; its collection has been enriched by monetary contributions, as well as donations of materials.

Gifts to the Library may vary greatly in size. The Library staff can supply, upon request, a list of needed materials for consideration by donors.

### **Restrictions**

It is the responsibility of the Library Director and/or the Library Board of Trustees to decide whether a gift is suitable for inclusion in the library.

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation.

### **Donation of Books or other Library Resources**

The Library Director is authorized to act for the Library Board in accepting or declining offers of gifts in the form of books, recordings, and other library materials or resources, including gifts of this type that are donated to the Library. In accepting a gift of materials, the Library reserves the right to decide whether items donated should be added to the collection. Out of the many books and other materials which patrons give, a proportion may be used. The material will be judged by the same standards of selection as those applied to the purchase of new materials.

The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service. Under extraordinary circumstances, special collections of items may be designated, named, and housed appropriately.

Historical documents of local significance including newspapers, letters, journals, diaries and photographs will be accepted for the Library's historical collection at the discretion of the Library Director or Board of Trustees. Donors will be required to sign a Gift Agreement form, transferring sole and exclusive ownership of the documents to the Library.

**Monetary Gifts** – The Library welcomes donations of money and encourages contributions be made to one of the Library's component funds at the Morton Community Foundation. There are three funds at the Morton Community Foundation that provide support for the children's summer reading program, general library support to further the Library's mission to "actively connect people to books, resources and technology; and provide opportunities for learning, collaboration and enjoyment" and improvement, upkeep, maintenance, and expansion of Hannah's Reading Garden. For those wishing to make monetary gifts directly to the Library, we encourage unrestricted gifts so contributions can be used in ways that best support the Library's strategic plan and the needs of the community. The Library Board will consider the wishes of donors when accepting restricted gifts, especially if such contributions have been given for the purchase of items contained in a wish list approved by, and disseminated on behalf of, the Library Board. We reserve the right to direct monetary gifts made to the Library to our component funds at the Morton Community Foundation.

### **Gift Books and Other Materials Program**

When the Library receives a cash gift for the purchase of materials or other resources, as a memorial, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the Library. Similarly, all such gifts will be processed in accordance with administrative procedures developed by the Library.

### **Donation of Art Objects, Furnishings, Equipment, and Other Types of Materials**

Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the Library Director with advice and counsel from the Board. Any conditions attaching to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Board. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.

### **Donations--Others, e.g., Bequests, Property, and other Financial Instruments**

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. The Library may benefit from annuities and insurance policies. Citizens may wish to remember the Library in their will(s). Persons wishing to make major donations or bequests should consult their attorney or financial advisor, if necessary, to assist with the process of presenting a major gift to the Library. We encourage donors to discuss their idea for a major gift with the Morton Community Foundation to learn how their contribution can make a long term impact to benefit the Library.

It is the Library's custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor, if appropriate (but see "Restriction," above). Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director and/or the Library Board of Trustees, in accordance with "Restrictions," above.

### **Valuation of Non-Monetary Gifts**

The Library cannot appraise the value of a donation of materials, art, equipment, or furnishings. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. Neither the Library staff nor the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts.

### **Recognition of Gifts**

Written Acknowledgement: The Library shall provide prompt written acknowledgement of all gifts to donors, including the amount of all monetary gifts.

For memorial books, the Library may identify the donor through the use of a book plate. Unless otherwise directed by a donor, the Library Director will notify families and individuals when gifts have been given in honor or in memory of a person or persons. The Library Director will acknowledge all gifts received with a letter to donor(s). Upon request of the donor, gifts to the Library can be made anonymously, and donor information will be kept confidential.

### **Naming Rights**

Naming rights may be granted by a resolution of the Board of Trustees for any gifts from individuals, foundations, or corporations if those gifts are \$50,000 or more. Naming rights may extend to a building, a portion of a building, a meeting/gathering space, a designated portion of the Library's grounds, equipment, or collections. In any case, naming must be consistent with the nature and mission of the Library; naming rights are not guaranteed. Generally, facilities or a portion thereof, or portions of the grounds, shall be named with a preference for function or the name of a donor, or donors.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located, except with approval of the Board of Trustees. All facilities named, or portions thereof, will bear a commemorative plaque or some other appropriate form of identification.

Approved August 15, 2018

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