

## **Accepting Donations/Gift Policy**

Highwood Public Library is enriched by gifts and benefits from donations of materials as well as monetary contributions. Library donors make possible the acquisition of materials and programs that are otherwise limited by budget considerations.

Upon receipt of a cash gift for the purchase of materials, the general subject area of the materials to be purchased may reflect the wishes of the donor. A gift agreement [see attached] must be signed by the donor and approved by the Library Board of Trustees for restricted monetary gifts above the Director's authority to spend. Selection of specific titles shall be in accordance with the established collection development policies of the library.

The library welcomes gifts of new and used books, audio-visual materials, and similar materials with the explicit understanding that such gifts will be accepted and added to the collection only when they are needed and only when they meet the same criteria applied to regular library purchases. The library may declare a moratorium on accepting donations in cases, such as renovation, when their receipt is impractical.

Special collections and memorial collections shall be accepted with the understanding that they may not, at the discretion of the Library Director, be shelved as a single physical entity, but rather be integrated into the general collection. Memorial identification shall normally be in the form of a gift bookplate.

Once donated, materials become the property of Highwood Public Library. Materials may be added to the collection, given to another library or similar institution, or disposed of in any other manner. The library also reserves the right to withdraw a gift from its collections.

Unrestricted gifts are most beneficial to the efficient operations of public institutions. Therefore, the library will not accept any item that is not an outright gift, nor will the library accept any materials that attach the condition of periodic or permanent display.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with board approval only, when such a gift meets the mission and needs of the library, the gift will be accepted.

The Highwood Public Library will not place a monetary value on gifts. A letter of acknowledgment [see attached] will be given to the donor if requested at the time the donation is made. If appraisals are desired, they must be accomplished at the donor's expense by a qualified appraiser.