



DONATION POLICY

The Galena Public Library District welcomes monetary and in-kind donations from local businesses, corporations, families, and individuals. The Board of Trustees believes that libraries play an essential role in the quality of life of our community. Therefore, donations should only be used to fund optional/additional services, not operational expenses. Donations include gifts, in-kind support, and monetary donations.

DONATION PRINCIPLES & GUIDELINES

The following principles will guide the Library in the solicitation and acceptance of donations:

1. All support must follow the library's mission, vision, and value statements. They must not dictate the library's agenda or priorities.
2. All support must safeguard equity of access to library services. Naming rights must not give unfair advantage to, or cause discrimination against, sectors of the community.
3. All support must protect the principle of intellectual freedom as defined by the American Library Association.
4. All support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for donations.

The following guidelines assist the library in accepting donations of all kinds:

1. Physical materials (books, DVDs, CDs, etc.) will be accepted in accordance with the terms outlined in the Collection Development Policy.
2. All donations are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.
3. Artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with the prior approval of the Library Director. The Board of Trustees may be consulted as well.
4. Restricted gifts may be used only for the designated purposes given by the donor.
5. Unrestricted gifts are donations with no specific limitations. Gifts of less than \$1,000 may be placed in the General Fund and expended as needed on resources, equipment, furniture, collections, etc. Gifts exceeding \$1,000 require approval of the Treasurer and/or the Board of Trustees.
6. Monetary gifts under \$100 are typically spent on books or materials.

RECOGNITION AND ACKNOWLEDGEMENT

The Library will ensure that each donor receives acknowledgement and, to the degree that the donor is willing, public recognition. Donations and donors may be acknowledged by the library in publications, through press releases, or in the form of more permanent displays such as plaques, signage, etc. Anonymity requests shall be honored at all times and every effort shall be made to ensure privacy prevails.

For naming rights, proposals must receive approval by the Board of Trustees. Naming rights will not extend beyond the life of the collection or area, but may be modified based on Board of Trustees approval. Accepted donations of \$10,000 to \$49,999 carry naming rights for 10 years. Accepted donations from \$50,000 to \$100,000 carry naming rights for 20 years. Naming rights for donations exceeding \$100,000 will be determined through a consultation with the Board of Trustees.

In-kind charitable contributions may be accepted if the following are taken into consideration:

1. The item meets the library's standards of selection;
2. The physical condition is satisfactory; and
3. The library needs the gift.

The donor is responsible for providing the fair market value, if valued at less than \$5,000. In-kind charitable contributions valued at \$5,000 or more must meet the following criteria:

1. Donor must pay for an appraisal by a qualified appraiser to determine fair market value;
2. The library must acknowledge the value of the written appraisal for the donor's tax records; and
3. The library is required to notify the Internal Revenue Service of the sale price of any property gift sold within two years of the date of the gift.

AUTHORITY FOR IMPLEMENTATION

The Library reserves the right to make decisions regarding the implementation of each donation.

All donations given with special requirements must be approved by the Library Director. Agreements for naming rights shall be documented in a contract between the donor and Board of Trustees. Contracts shall detail the terms of the agreement in accordance with the terms of the donation policy and any conditions mutually agreed upon by the donor and Board of Trustees.

In the case of pledged donations, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the Board of Trustees may withdraw the naming commitment. The Board of Trustees shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.

The named party after whom a room or part of a building is named shall have no rights to the purpose to which that room or part of the building is applied unless provided for in a specific contract between the donor and Board of Trustees.

Purchasing decisions, including type of equipment, materials, furnishings, and other components of a donation will reside with the Library Director.

Approved: February 10, 2004
Revised: March 17, 2009
Revised: May 15, 2023