

Lyons Public Library Gift Policy

The Lyons Public Library welcomes gifts at the discretion of the Library Director and/or the Board of Trustees. These gifts help enrich and improve public library resources. The Library reserves the right to decline any gift which does not further the mission or goals of the Lyons Public Library or which would result in the incurrence of excessive expense or administrative support.

Acknowledgment of Gifts

All monetary gifts as well as items that are memorials will receive an acknowledgment letter and be sent within two weeks of the receipt of funds or the items. Donations of materials that are not memorials will be given a gift acknowledgement form.

Annual Appeal

The Library Board and Director may raise money for the Annual Appeal through community-wide mailings and through direct solicitation of individuals, corporations, and foundations. Donations to this fund shall be unrestricted unless a specific condition is stated by the donor. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library. Donations may be made to the fund at any time during the year with the understanding that these donations may be carried over to the next fiscal year. All donations from the Annual Appeal will receive an acknowledgement letter.

Appraisal of Gifts

The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes. The gift acknowledgment form will have the following statement on it: *The Library does not provide any estimate on the value of the gift; it is between the donor and the IRS to determine a gift's value for tax purposes.*

Gifts to Staff and Trustees

Staff and Trustees shall not accept gifts of any kind from a member of the public or vendors, except for small items such as a plant or cookies or candy. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy.

Landscaping and Exterior Ornamentation

The decision as to the acceptance and location of gifts of landscaping items, gifts of exterior ornamentation, sculpture and signage shall be made by the Board of Trustees, in conjunction with the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts to the landscaping plan for the building.

Materials

Gifts of library materials (books, audio-visual items) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them. Items will only be added to the collection if they meet the criteria for selection listed in the library's Collection Development policy. A gift acknowledgement form will be given to people upon request.

Memorials

Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community. Materials purchased with memorial money will be commemorated with a special bookplate in the case of books and audiovisual items or a small plaque when purchasing furniture or art work, acknowledging the donor's generosity. The Library will also send the individual being honored or the family, a formal announcement of the donation.

Monetary

Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the library's Investment policy. Any monies received as memorials will be spent in accordance with the donor's wishes to the extent possible and deposited into the appropriate fund.

Restrictions

Any restrictions on gifts, whether donations of monies, books, audio-visual materials or art work, must be submitted in writing and approved by the Board of Trustees. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Adopted-November 18, 2014

Lyons Public Library Board of Trustees