

GIFTS POLICY

The Board of Trustees of the St. Charles Public Library appreciates the generosity of individuals and organizations who contribute to the support of the Library through donations. The purpose of the Gifts Policy is to ensure the implementation of the Library's goals and objectives through the proper development of its collections, programs and services.

GENERAL STATEMENT ON GIFTS

It is the privilege and responsibility of the Board of Trustees and the Librarian to decide whether a gift is suitable for inclusion in the Library. The Librarian will use the criteria enumerated in the Collection Management Policy to determine the suitability of a book.

If a donor wishes to donate funds rather than actual material or equipment, the Library will assist by recommending needed items for purchase. The recommendations will be of a nature or subject area requested by the donor whenever possible.

USE OF GIFTS

Gifts will be retained as long as they serve the best interests of the Library. The Library cannot commit itself to the perpetual housing of a donation. All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library.

RESTRICTIONS

Because the Library is a public tax-supported institution which exists for the benefit and use of the entire population, no special favors or privileges will be granted to any individual or organization. This policy includes special arrangements associated with donations. In accepting a gift, the Library is not obligated to bear any present or future expenses or other obligations related to or ensuing from the gift.

POLICY ON NAMING FACILITIES IN HONOR OF DONORS

The Library Board does not support naming facilities after donors, as this action should be tied to an honor or recognition rather than a donation. The Library will honor eligible donors by including their names on the Library Donor Wall, or on a plaque near the area for which a major donation has been made.

APPRAISAL OF GIFTS

The Library will not appraise the value of any gift for any reason, including income tax deductions. However, the Library will issue a statement acknowledging receipt of the gift (see below).

RECOGNITION OF GIFTS

Plates acknowledging the donor and the person in whose honor the donation has been made will be placed in new gift books. Where it is physically possible, similar plates of acknowledgment will be placed on other donations, such as works of art and recordings. **Donors of cash gifts will receive a letter of acknowledgement and appreciation and a tax letter when appropriate.** In the case of cash donations for the purchase of memorial books, the donor will be notified by mail

of the title(s) purchased. The person or family of the person in whose name the donation has been made will be notified of the gift.

GIFTS ARE TAX DEDUCTIBLE

All donations to the St. Charles Public Library are tax deductible.



St. Charles Public Library

Receipt for Donation

THANK YOU FOR YOUR DONATION!

INCOME TAX DEDUCTION

Please keep this receipt and attach it to your itemized list for tax purposes. Contact your income tax professional for assistance.

DONATED ON

The St. Charles Public Library appreciates your donation. If the Library is unable to use the items you have donated, the Friends of the Library will include them in the used book sales they sponsor. The Friends use funds raised from the book sales to support the Library's programs, facilities, and services.

St. Charles Public Library

One South Sixth Avenue
St. Charles, IL 60174
630-584-0076

Adopted: 10/11/78

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