

1. General

The Board of Library Trustees of the Geneva Public Library District encourages gifts to the Library consistent with its mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

Donors who wish to contribute to a 501(c)(3) nonprofit organization will be referred to the Geneva Library Foundation.

2. Acceptance of Gifts

a. Unrestricted gifts of money are gratefully accepted by the Library to be used at its discretion. Unrestricted funds allow GPLD to address its most pressing needs. The Library Director will consult with the Board of Trustees on the use of gifts greater than \$5000.00. Acceptance of restricted gifts of money will be reviewed by the Board of Trustees, in consultation with the Library Director, for consistency with meeting the needs of the Library, and may be referred to the Foundation.

b. Donations of materials are welcome and accepted on behalf of Friends of the Geneva Library. Only outright gifts in usable condition are accepted. Materials will be added to the Library Collection in accordance with the Selection Policy. Materials not added to the collection typically are sold in book sales to benefit the Library.

c. Gifts-in-kind (i.e., furnishings, equipment, art, and other decorative objects) and gifts of consequence (i.e., real property, stocks, and annuities) will be considered individually. Their acceptance is subject to approval by the Board of Trustees, in consultation with the Library Director.

d. The Board of Trustees reserves the right to refuse any gift. Because GPLD does not serve the function of a museum, gifts of items for permanent display or requiring preservation are generally not accepted.

e. Once a gift is accepted, it becomes the property of GPLD and may be used, sold, or disposed of accordingly. The gift will not be returned to the donor.

f. All grants are approved by the Library Director, based on their ability to assist GPLD in serving its mission.

3. Acknowledgement and Recognition of Gifts

a. All gifts will be acknowledged in writing by the Library. Checks should be made out to “Geneva Public Library District.” Monetary gifts, gifts in kind, and gifts of consequence will be acknowledged by a letter from the Library Director, or his/her designee. Acknowledgements will also be sent to individuals whom donors wish to notify of gift. Gifts of materials are generally acknowledged at the time of donation using a receipt of material acceptance.

b. Gifts to the Library are tax-deductible as provided by law, and donors should consult their tax adviser. GPLD cannot assess the value of donated materials. An acknowledgement letter or material receipt serves as the donor’s record and receipt. At the discretion of the Library Director, donors may be asked to sign a Deed of Gift form.

c. Donors will be recognized in a manner deemed appropriate by the Board of Trustees.

Adopted 8.23.18