

Policy 740

Gifts Policy

1. The Sugar Grove Public Library District appreciates the donation of a variety of print and media materials. These are accepted with the understanding that the Library has the right to determine the disposition of the gift. Books and other materials that are not added to the collection are offered to the Foundation/Friends group for their book sales or with third party vendors who can process excess materials.
2. The Sugar Grove Public Library District accepts gifts of money to enhance library services. Funds received are managed by the Library Director and administrative staff.
3. The Library will not accept any materials that are not outright gifts and will not accept any items that attach the condition of periodic or permanent display.
4. The Library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the staff, such item no longer services the purposes of the library.
5. The Library cannot decide of the value of a donation or act as an appraiser pursuant to The Tax Reform Act of 1984, Sec. 155a.
6. Donations will not be returned to the donor.
7. When a cash gift is received for the purchase of materials or other resources, whether as a memorial or for any other purpose, the donor may specify the general nature or subject area of the item to be purchased. Selection of specific titles will be made in accordance with the needs and selection policy of the Library.
8. A **Gift Agreement Form** must be signed by the donor for donation of items other than books and media.

SUGAR GROVE PUBLIC LIBRARY DISTRICT GIFT AGREEMENT FORM

This form must be signed by the donor for donation of items other than books and media.

Donor: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Description of Material Donated:

Information concerning the material or donor that would be helpful in organizing and cataloging this material:

I have read the gift policy provisions of the Sugar Grove Public Library District and agree that they are acceptable.

DONOR Date: _____

Accepted for the Library by:

LIBRARY DIRECTOR Date: _____