

## **DONATIONS AND PARTNERSHIPS**

Elmhurst Public Library welcomes donations from individuals and organizations to enhance or improve Library collections and programs. Donations may take the form of monetary gifts or in-kind donations of materials or services. The Library may also enter into partnerships to develop specific services or programs. All donations to the Library and to the Friends of the Library are reportable for tax purposes.

### **Friends of the Elmhurst Public Library**

The Friends of the Elmhurst Public Library is a 501 (c) (3) organization established to support the Elmhurst Public Library. The Friends solicit donations through a variety of fundraising activities and each year make contributions to specific Library programs as determined by their Board. The Library Director is an ex officio member of the Friends Board, and Library staff may provide limited assistance to the Friends in the fulfillment of their mission.

### **Commemorative Donations**

The Library offers opportunities to name building elements such as end panels, rooms, or landscape features in return for a cash donation. Administrative staff will maintain a list of available items and prices and will establish procedures for recognizing such donations.

Cash gifts donated as memorials or for other purposes are also accepted for the dedication of library materials. The general nature or subject area of the materials to be dedicated may be based upon the wishes of the donor. Selection of specific titles, however, will be made by library staff in accordance with the needs and selection policy of the library. These commemorative gifts will be acknowledged by a bookplate.

### **Gift Materials**

The Library accepts donations of materials on a selective basis. The same criteria that are used for purchasing decisions will be applied by Library staff in deciding whether or not to accept proposed gifts. Materials not meeting these guidelines will not be accepted.

Library staff members will not assign a monetary value to any material which is accepted by the Library. Receipts will be provided for all donations that are arranged in advance and accepted by the Library.

The Library cannot accept special collections of materials that are to be kept together as a separate physical entity, nor can it accept gifts with restrictions as to use, permanence and/or location. Gift material will be integrated into the general collection.

### **Fine Art**

The mission and goals of the Library support the development of collections of library materials, and the Library building is designed to accommodate those types of collections. While the Library Board is grateful for donations from citizens, there are limited facilities in the building to display, protect and preserve fine art, including furniture, paintings, and sculpture. Therefore acceptance of these objects will be subject to the donor's permission to sell the object for the

benefit of the Library either immediately or in the future. Donors desiring permanent retention and/or display of their fine art gift will be referred to a more appropriate venue.

At their discretion, the Library Board may commission or request works of fine art that are appropriate to the building and do not require excessive security or maintenance.

The Library has very limited space available for display, so fine art materials may be displayed on a rotating basis or placed in non-public staff areas. Gifts with restrictions as to permanence and/or location will not be accepted.

All gifts will be acknowledged, and a signed donation form recording the terms of the gift will be kept on file. However, no monetary value shall be assigned to any gift nor such information included in any receipt.

### **Program Support**

Library staff may solicit support for programs such as Summer Reading in the form of cash donations or prizes for program participants. Solicitation of program support will be coordinated by the Public Information Coordinator to avoid duplication and balance requests in the community. A letter of acknowledgement for gifts of money and in-kind support will be provided, and a copy will be placed on file. Any special recognition agreements will be stipulated in the letter.

The Library will also accept unsolicited donations for public programs that are in compliance with the Library's Programming policy (3.16).

Public acknowledgement of such donations in the library's promotional materials will normally be restricted to a statement of the donor's name and/or a display of logo. Standards controlling the size, format and location of such acknowledgment will be developed by the Public Information Coordinator to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.

### **Unrestricted Cash Donations**

Cash donations received by the Library without a stipulated purpose will be used to fund public programs and purchase library materials. A letter of acknowledgement will be provided, and a copy will be placed on file.

### **Partnerships**

Elmhurst Public Library may enter into partnerships to develop specific programs or services that would be enhanced by collaboration with another organization. A partnership with a commercial organization does not imply and may not require Library endorsement of the partner's product or service.

The terms of each partnership will be laid out in a written agreement approved by the Library Director and an executive of the partner organization.