Gift and Donation Policy

I. Purpose

A. The Board of Library Trustees of the Mount Prospect Public Library encourages gifts and contributions that will help the library better serve the needs of the community. All donations and gifts to the library are subject to applicable Illinois statutes as well as the library's existing policies and guidelines, including those relating to the selection of and access to books and other resources. The Library Board or the Board's delegated authority makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, access, and disposal. The library is granted unconditional ownership of each gift. In all instances, the library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the library.

II. Acceptance of Gifts

A. Gifts of Books and Other Library Resources. The library may accept or decline gifts in the form of books, recordings, and other library materials or resources. Library staff, in accordance with existing library policies and guidelines, may exercise discretion concerning which materials shall be retained for the library's own collection. Donations of books and other materials that are not added to the library's collection or the Friends book sales are donated to charitable organizations and not returned to donors.

B. Monetary Gifts. The library encourages unrestricted monetary gifts so that contributions can be used to best support the library's strategic plan and the needs of the community. The library will consider the wishes of donors when accepting restricted gifts but reserves the right to decline restricted gifts. When the library receives a cash gift for the purchase of materials or other resources, the donor may specify the general subject area of the item(s) to be purchased. A list of general subject areas are available upon request.

C. Non-Monetary Gifts. Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the library. Any conditions attached to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered when determining acceptance. Any such conditions which the library regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.

D. Gifts of Securities. Marketable securities received by the library as gifts may be accepted by the library and will be sold as soon as practicable at the market rate. The net proceeds of unrestricted gifts will be used to support the library's strategic plan and the needs of the community. The library will consider the wishes of donors when accepting restricted gifts of securities but reserves the right to decline restricted gifts. Gifts offered to the library consisting of securities that are not readily marketable may not be accepted.

III. Recognition of Gifts and Valuation

A. Written Acknowledgement. The library shall provide prompt written acknowledgement to donors, including the amount of monetary gifts. Upon request of the donor, gifts to the library can be made anonymously and donor information will be kept confidential.

B. Valuation. The library will not issue a statement to the donor regarding the deemed value of non-monetary gifts. Where recognition is dependent upon the value of a gift, whether an in-kind gift, a book or collection of books, or other type of non-monetary gift, an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. The library will provide upon request a letter of acknowledgment to a donor describing the gift and its apparent condition.

IV. Naming Rights

A. Donor Wall. The primary opportunity for named recognition in the library is through the Donor Wall. The monetary thresholds for wording and size shall be available upon request to the library.

B. Space and Resource Naming. The Board will consider honorary names for certain library spaces or other resources as a means to acknowledge extraordinary gifts to the library. Proposals for naming recognition should be submitted to the library's Executive Director for consideration by the Board.

Any donations made for naming opportunities for tangible items are made with the understanding that these items will be used and disposed of at the library's discretion, unless otherwise mutually agreed upon by the donor and library at the time the donation is accepted. All naming opportunities must be consistent with the library's policies and the following guidelines.

1. The terms and conditions of naming recognition shall be confirmed in writing by an Agreement signed by the donor and the library.
2. The naming is not likely to be perceived as an endorsement of an individual, organization, product or service. The naming will not impose a restriction on the library as a condition of the donation. No product logos or commercial signatures are allowed in the design of any named recognition signage.
3. Naming opportunities do not extend beyond the useful life of the spaces, facilities, equipment, library collections, or other named elements.
4. The library reserves the right to alter or terminate an agreed-upon naming designation under unusual or extraordinary circumstances. If circumstances change for a named element or area, the library, in conjunction with the donor as much as possible, will determine if an alteration or relocation of recognition is appropriate and feasible. Factors to be considered include, but are not limited to:
   i. Circumstances change for the named element, e.g., it is significantly altered, is no longer needed/ceases to exist, is replaced, is significantly renovated or is no longer in use.
   ii. If the individual or corporation is engaged in activities that are in conflict with the library's mission and values or is involved in disreputable or criminal activities that would reflect poorly on the library.
   iii. The pledge obligation is unfulfilled.

Revision History
03/20/2025, 05/18/2023, 12/11/2018, 11/30/2018, 08/22/2018, 09/01/2016, 05/01/2013, 08/01/2012, 07/01/2011, 01/01/2010, 10/26/2007, 09/21/2006, Replaced Gift Policy 1980, 1978, 01/09/1975