



Policy 4013: Gifts and Donations

Adopted: September 19, 2012

Reviewed/Revised: October 28, 2015; May 22, 2019; July 27, 2022

I. Acceptance of Gifts

The Algonquin Area Public Library District (AAPLD) accepts donations of new and gently used books, audio visual materials, and most other materials. Once donated, such materials become the property of AAPLD and will be managed using the same criteria that apply to purchases made according to AAPLD's Collection Maintenance policy. The Library does not accept gift subscriptions to magazines or newspapers. AAPLD also reserves the right to decide when a gift added to the collection must be withdrawn. Donated items will not be returned to the donor.

AAPLD will acknowledge receipt of donated items if requested but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome and are most useful when unrestricted. Donated funds may be used at AAPLD's discretion to enhance the collection, programming, or other needs of the Library and/or community. When a monetary gift is received for the purchase of materials or other resources, the donor may request the general nature or subject area of the item(s) to be purchased. Selection of specific formats and titles will be made in accordance with AAPLD's needs and the Collection Maintenance policy.

II. Guidelines

Personal property, art objects, furniture, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar materials are generally not accepted as gifts. Under certain circumstances the library may accept such a gift if the gift meets the mission and needs of the Library and all conditions are approved by the Board of Trustees. The Library is not required to return any gifts to the donor.

The Library will not accept any item that is not an outright gift, nor will the library accept any materials that attach the condition of periodic or permanent display.

A Gift Agreement Form noting any restrictions for all items identified in this section must be signed by the donor and approved by the Library Board.