

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### GIFTS AND DONATIONS POLICY

#### Policy

The West Chicago Public Library District is grateful for gifts. No donation can be accepted unless it is given to the library without restrictions. All donations are subject to the approval of the Library Director with the support of the Board of Library Trustees.

A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts. If a donation is to be used as a memorial, the donor must complete a Gift Materials Form.

#### Procedures

##### 1. Library Material

The inclusion of donated materials is guided by the same selection principles and criteria applied to the selection of items for purchase. Materials will be deposited in the book sale or discarded.

##### 2. Memorial Materials

Monetary contributions specifically for material purchases in memorial to or in honor of named individuals are welcomed. These materials may be processed to include book plates acknowledging the individual memorialized and the donor.

##### 3. Real Property

The Library may accept ownership of real property in accordance with the terms or conditions agreed upon by the Board of Library Trustees and the donor. Real property donations deemed no longer needed for Library purposes may be sold or disposed of pursuant to Illinois law and/or the Library District Act of 1991 (75 ILCS 16/et seq.).

##### 4. Monetary

The Library welcomes cash contributions, and gifts of stocks and bonds.

##### 5. Receipts and Appraisals

The Library does not assign a monetary value to donations. The appraisal of a gift to the Library for tax purposes is the responsibility of the donor. The Library will furnish appropriate acknowledgement for donations upon request, either in the form of a receipt for cash, or a letter for material.

Revision approved by Board of Library Trustees: 8/23/2004; 9/24/2007; 4/25/2011; 8/25/2014; 7/24/2017; 8/23/2021; 11/25/2024

**DONOR RECEIPT**

Please make checks payable to the West Chicago Public Library District

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State and Zip Code \_\_\_\_\_

\_\_\_\_\_ has donated books and / or other materials to the West Chicago Public Library District. This form serves as a receipt of purposes of income tax reduction. The Internal Revenue Service advises that it is the responsibility of the contributor to determine the fair market value of the contribution.

Signature of donor \_\_\_\_\_

Signature of staff member \_\_\_\_\_

Description of items \_\_\_\_\_

\_\_\_\_\_

Description of items \_\_\_\_\_

\_\_\_\_\_

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Number of items \_\_\_\_\_

**GIFT AGREEMENT FORM**

Donor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Description of material donated:

\_\_\_\_\_  
\_\_\_\_\_

This Gift Agreement transfers legal title of the gift to the West Chicago Public Library District.

\_\_\_\_\_ Unrestricted gift                      \_\_\_\_\_ Restrictions (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

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

Donor signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date \_\_\_\_\_  
Library Director Signature

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For restricted gifts only:

\_\_\_\_\_ Date \_\_\_\_\_  
President of Library Board Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Secretary of Library Board Signature

Date of Board Approval \_\_\_\_\_

**GIFT MATERIALS FORM**

I/we would like to contribute \$ \_\_\_\_\_ for a book to be placed in the Library.

As a memorial for: \_\_\_\_\_

or in honor of: \_\_\_\_\_

on the occasion of:    birthday \_\_\_\_\_                      wedding anniversary \_\_\_\_\_  
   graduation \_\_\_\_\_                      or other (please specify) \_\_\_\_\_

The subject matter we prefer for this book is (please specify if you have a preference)

\_\_\_\_\_  
\_\_\_\_\_

The Library will notify the following that this donation has been added to the Library's collection in memory of or honoring the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship \_\_\_\_\_

Name of person to be notified: \_\_\_\_\_

Address of person to be notified: \_\_\_\_\_

\_\_\_\_\_

**Donor Information**

Name of donor: \_\_\_\_\_

Address of donor: \_\_\_\_\_

Please make checks payable to the West Chicago Public Library District

Please return this form to: \_\_\_\_\_