209: Donation

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| Created: | March 2020 | Updated: |  |

The Northbrook Public Library welcomes monetary and in-kind donations from local businesses, corporations, families and individuals. The Board of Trustees believes that libraries play an essential role in the quality of life of our patrons and in this important function, the library should be supported through public funding. Therefore, donations should only be used to fund optional/additional services or new "startup" services. Donations include gifts, in-kind support, and monetary donations including sponsorship of collections and programs and naming rights for areas of the library.

# Guiding Principles

The following principles will guide the Northbrook Public Library in the solicitation and acceptance of donations:

1. All support must further the library's mission, goals, objectives and priorities. They must not dictate the library's agenda or priorities.
2. All support must safeguard equity of access to library services. Naming rights must not give unfair advantage to, or cause discrimination against, sectors of the community.
3. All support must protect the principle of intellectual freedom as defined in the policy manual. Donors may not direct the selection of collections or require endorsement of products or services.
4. All support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for donations.
5. Gifts of books or other library materials will be accepted in accordance with the terms outlined in the Collection Development Policy.

# Recognition and Acknowledgement

The library will ensure that each donor receives acknowledgement and, to the degree that the donor is willing, public recognition. Sponsorship and naming rights donors will receive a written acknowledgement outlining how the donation will be recognized.

The library reserves the right to evaluate, retain or dispose of donations. The library does not appraise donations for income tax purposes, but does provide written acknowledgement of gifts upon their receipt and request.

The solicitation of gifts, grants or in-kind support by library staff and valued at over $500 must receive prior approval by the Executive Director.

For naming rights, proposals must receive approval by the Board of Trustees. Naming rights will not extend beyond the normal life of the collection or area, but may be modified based on Board of Trustees approval. Accepted donations of $10,000 to $49,999 carry naming rights for 10 years. Accepted donations from $50,000 to $100,000 carry naming rights for 20 years.

Naming rights for any accepted donations over $100,000 will be determined through a consultation with the Board of Trustees. The donor has the right of first refusal at the time of renewal.

All donations are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

# Authority for Implementation

The library reserves the right to make decisions regarding the implementation of each donation.

All donations given with special requirements must be approved by the Executive Director. Agreements for naming rights shall be documented in a contract between the donor and Board of Trustees. Contracts shall detail the terms of the agreement in accordance with the terms of the donation policy and any conditions mutually agreed upon by the donor and the Board of Trustees.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the Board of Trustees may withdraw the naming commitment. The Board of Trustees shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.

The named party after whom a room or part of a building is named shall have no rights to the purpose to which that room or part of the building is applied unless provided for in a specific contract between the parties.

Purchasing decisions, including type of equipment, materials, furnishings, and other components of a donation will reside with the Executive Director.