



The Riverside Public Library Board of Trustees (the Board) actively encourages gifts and contributions which 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 the provision of access to books and other resources. The Library, through the Board or the Board's delegated authority, makes the final decision on the acceptance, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing or access. The Library is granted unconditional ownership of each gift.

The Library reserves the right to refuse any gift the Library Board of Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

Gifts of Books & Other Library Resources: Gifts of books or other materials will be accepted in accordance with the *Library's Guidelines for Materials Donations*. A bookplate with pertinent information will be affixed to all material unless requested not to. Pre-bought gifted books or other physical materials cannot be used as a Memorial donation or Honor book without approval by the Library Director.

Collections: Gift Collections only be accepted by the Library Director in consultation with the Board of Trustees and with the understanding that the collection may not be kept intact.

Memorial/Honor Gifts: The Library welcomes monetary gifts given in recognition of individuals or organizations. The Library staff will attempt to accommodate the donor's preferences for use of the donation.

Monetary Gifts: Monetary gifts to the Library are used to enrich the services and collection of the Library. Contributions can be made in an amount to any of these funds or as unrestricted for use as the Library sees fit:

General Operating Fund: This fund is used to purchase books and other materials in the library's collection, for personnel and building maintenance. Revenue is spent annually, it does not accumulate. This fund is tax supported.

Building Fund: This fund is unrestricted and can be used to purchase what the Library needs; and can include, but is not limited to, books and materials, equipment and supplies, personnel, and building improvements.

Batko Endowment Fund: Contributions to this fund are considered principal and only the interest earned may be spent. Interest earned in this fund is used to purchase children's books.

Children's Fund: Contributions to this fund are considered principal and only the interest earned may be spent. Interest earned in this fund is used to purchase children's books.

Dardwin Fund: This fund is used to purchase books, publications, reference materials and video/media supplies.

Kovalsky Endowment Fund: Contributions to this fund are considered principal and only the interest earned may be spent. Interest earned in this fund shall be used to purchase non-fiction children's books.

Program & Project Donations: The Library will accept monetary gifts to fund Library programs upon approval of the Library Director. Project donations may also be accepted upon approval of the Board. These donations, once accepted, are subject to the following requirements:

- The money for the proposed project or program must be donated to the Library. The Library will establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of the donation in accordance with the laws of the State of Illinois and the requirements of the Office of the State Auditor.
- All labor contracts or purchased services for the project or program will be acquired by the Library under its purchasing rules in order to protect the Library and to capture the advantages of the Library's tax-exempt status.
- All materials, products, or items will be acquired by the Library under the Library's purchasing rules. Any non-book/audio/visual donation must have a *Deed of Gift* form completed before we will accept it. The forms are available in the Library Director's office.
- A list of program sponsorships is attached.

Art & Decorative Items: The Library may accept donations of art when such art works are: of local interest to the community; of a professional quality; well executed and in good condition. Such donations will be handled by the Director, who in consultation of the Board of Library Trustees will determine the suitability of the gift.

Donations of art work must be unconditional, transferring ownership and rights of ownership to the Library. The Library's *Deed of Gift* form must be completed and signed at the time of acceptance by the Library. Donations are accepted only with the donor's full agreement that the Library has the right to handle or dispose of the art work in the best interest of the Library.

All donations to the Library will be recognized formally in a letter from the Library Director. If the donations fall under the guidelines of the Library's formalized recognition program, the donor(s) name will be added to the Library's Donation Page on our website www.riversidelibrary.org.

Reviewed & Approved by the Board of Trustees November 8, 2011, August 12, 2014, March 10, 2015
Reviewed & Approved by the Board of Trustees September 15, 2015

APPENDIX H of Collection Development Policy



The Board of Trustees shall evaluate proposals for naming and name recognition for those persons or entities that have made substantial monetary contributions to the Library. Proposals for naming should be submitted to the Library Director and contain specific information in support of the naming who will in turn forward the request/donation to the Library Board of Trustees. While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

The policy applies to gifts or pledges received or committed from individuals, corporations, foundations and/or select government entities recognized as a single donor. Gifts from a group of family members may be recognized for the combined total of gifts from the individual family members. Requirements for physical recognition of gifts (Naming) to the Riverside Public Library will be based on factors including, but not limited to, the prominence, size and location of the spaces and facilities, gift size and pledge payment period.

The period of time a donor's name will be attached to a specific space or program will be negotiated at the time the gift is made. This period shall be a designated number of years. If an individual or organization after which an area in the Library has been named comes into disrepute at the Library or in the community at large, the Library Director may recommend to the Riverside Library Board of Trustees that the use of the name be discontinued.

When a major renovation project is to be undertaken, a tailored naming policy may be proposed for various rooms or parts of the building and its environs. Benefactors of gifts to name programs or spaces will receive recognition in the physical space of the Library and/or in the Library's newsletter. All anonymous donors will be listed as anonymous under their specific levels of donation and areas of support. The wording on physical recognition plaques will be developed collaboratively by the Riverside Public Library and each respective benefactor to ensure consistency in plaque wording length and plaque size. The Library has the final approval for all plaques.

Reviewed & Approved by the Board of Trustees September 15, 2015