

GIFTS AND MEMORIALS

POLICY

The Library may accept gifts, grants, donations, memorials, bequests and titles to property. Only those gifts that the Library Director, with backing from the Board of Trustees, deems consistent with the policies, programs, and interests of the Library, and with applicable laws and statutes, will be accepted.

1. **Memorial/Gift Book Program:** The purpose of this program is to expand the ability of the Library to add new books to its collection. Materials selected under this program are funded by individual patrons, organizations or businesses who wish to purchase materials that relate to the lives of one's friends or family. Books purchased will carry a bookplate indicating the person being remembered or honored. Patrons are allowed to select the subject area in which a book will be chosen. The actual book will be selected by the staff. These books are subject to approval by the purchasing patron. In addition our discount will be passed along to the patron. Memorial books will be selected in accordance with our acquisitions policy and to fit in to our collection as a whole. They will be withdrawn when they are no longer in keeping with that policy, out of date or in poor condition.
2. **Monetary Donations:** The Library welcomes cash contributions, grants, donations, memorials, bequests in will or life insurance, stocks, securities, corporate giving, titles to property, etc. Contributions may be designated for: books and materials, equipment, furnishing, endowment funds or unrestricted gifts for general needs. The Library Director, with backing from the Board of Trustees and advice from staff, reserves the right to use any unrestricted donation received by the Library in any manner it deems appropriate. It is our custom to spend the cash on materials, equipment or a project needed by the Library and is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor may make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Board of Trustees.
3. **Gifts in Kind:** At the discretion of the Library Director, with backing from the Board of Trustees, the Library may accept gifts in kind, such as: books, materials, furniture and equipment.
4. **Recognition of Gifts:** Unless a donor requests anonymity, names of donors may be publicized. Staff will thank and recognize donors following the donation procedures. For all materials purchased through the memorial book program, the Library will place a book plate within the item which gives the name of the donor and the honoree, and will be noted in the item record as well. If it is possible, all art objects,

GIFTS AND MEMORIALS

furniture, or equipment will be remembered on a plaque on the Wall of Honor, which is a permanent display recognizing the generosity of donors to the Antioch Public Library District in the entryway.

5. Use of Gifts: While the Board of Trustees 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 sponsorship proposals. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. Once accepted, donations are the property of the Library, who reserves the right to dispose of any donation at any time when it is no longer consistent with the policies, programs, and interests of the Library. All donors are to be informed that the Library cannot commit itself to perpetually housing a donation. Of course, no donation will be disposed of in a careless manner, and every donor can be assured that the Library will respect the donation and house it as long as feasible.
6. Restrictions: No conditions may be imposed relating to any donation after its acceptance by the Library. No donation is to be accepted unless it is given to the Library with no strings attached. In accepting a gift, the Library acknowledges no present or future expenses to be borne by the Library. All donations are accepted only if in the opinion of the Library Director they can be utilized by the Library.
7. Sponsorship and Naming Rights: The Board shall consider naming rights of available Library spaces for those whose accomplishments have greatly advanced the mission of the Library, and shall offer sponsorship opportunities for available Library spaces to individuals, families, corporations and local businesses for donations of \$10,000.00 or more. Naming and sponsorship signage shall be prominent, readily identifiable and in accordance with Library signage practices. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence. Unless waived by Trustees, naming and sponsorship opportunities will not be considered for political candidates or organizations, or religious leaders, organizations or institutions. Sponsorship opportunities are in place for ten years, and do not extend beyond the useful life of the spaces or facilities within which they are located. Donors have the right of first refusal at the time of renewal. Naming rights are in place for the life of the spaces or facilities within which they are located, and in the case of renovations or remodeling, the Board will make every effort to transfer the name to a comparable space. The Board reserves the right to terminate or alter a naming or sponsorship designations in any circumstance.