



Gifts and Donations

Materials

The Fox River Grove Public Library District accepts donations of books, audiovisual material, and other miscellaneous materials for the development of the Library. The Library reserves the right to make the final decision as to which donated materials will be used by the Library and which will not. All materials which may be used in the Library collection shall be reviewed using the Library's Collection Development Policy. The Library Director shall make the decision concerning all such donations of materials.

Money

Donations of money or real estate are welcomed by the Fox River Grove Public Library District. If the donor desires such donations to be used for a specific purpose, the Library will make every effort to comply with the donor's wishes. However, the Library must reserve the right to reject a specific request if the request does not meet the short and long-range development goals of the Fox River Grove Public Library.

Memorial Donations

Anyone wishing to donate books or money to buy books in memory of someone is welcome to do so. In the event of monetary donations, the Library will purchase books according to the donor's wishes, or at the Library's discretion if the donor has no specific purchase in mind. All memorial materials will have a memorial gift plate inserted which will show the name of the person in whose memory it is donated. Such memorial donations shall be subject to established selection criteria.

Permanent Donations

Any donations that are to be a permanent installation in the ground or on the building should be presented to the Library Board for approval. This will ensure all projects fit the future goals of the Library.

Use of Gifts

All gifts are accepted with the understanding that it may be necessary to withdraw the item(s) from the Library's collection in accordance with the Circulation policy. All donors are to be informed that the library cannot commit itself to perpetually house 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. When possible, an attempt will be made to contact the donor upon removal.

Receipt for Donations

The Library cannot assess the value of a donation of materials. It will, however, issue the donor a receipt acknowledging the number of items donated. It will then be the donor's responsibility to determine the value of the donation.



Receipt For Donated Materials

The Fox River Grove Public Library District appreciates your gifts; however, all donated material will be subject to inclusion in the Library's collection in accordance with the Library's Collection Development Policy. All unused items will be given to the Friends of the Library for use in their book sales or donated elsewhere.

Name _____

Address _____

Phone _____

Kind of Materials Donated _____

Number of Items Donated _____

Staff Representative _____

Library Director _____

Date _____