



AUBURN PUBLIC LIBRARY DISTRICT
DONATION POLICY

Article I. General

The Auburn Public Library District is thankful for the donations given by its patrons. Many of these donations have helped develop and enrich their collection. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

Article II. Donation of Library Materials

In accepting gifts of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material though valuable in itself, may be:

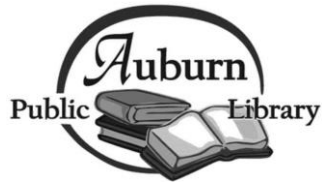
1. A duplicate of an item of which the library already has a sufficient number
2. Outdated – interesting, but not of sufficient present reference or circulating value to the library
3. Poor condition – which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. Poor conditions include torn pages or covers, water damage, mold, broken spines, books without their original covers.

The material will be judged by the same standards of selection as those applied to the purchase of new materials.

The Auburn Public Library District accepts gift materials with the understanding that materials which are useful to the library collection will be retained and other books disposed of in whatever manner the Library Director deems appropriate. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Article III. Memorial Donations

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. The Library may place within the book a name plate of the donor or honoree, if desired. In order that the Library can properly honor the generosity, the donor should complete the Library's Memorial Agreement Form attached to this policy.



Article IV. Donation of Art Objects and Other Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees. Donors must sign the Donation Agreement Form.

Article V. Monetary Donations

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Monetary gifts will be accepted so long as their use is not restricted by conditions which would conflict with the standard practices and policies of the library. All donations are subject to the approval of the Library Director with the backing of the Board of Library Trustees.

Article VI. Use of Donations

The Auburn Public Library District reserves the right to determine retention, disposition, location, circulation, treatment and other considerations related to use. All donations 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. The Library cannot commit itself to perpetually housing a donation.

Article VII. Valuation of Donations

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. Although all gifts in the form of money or materials may qualify as tax deductible, the donor is responsible for determining the fair market value.

Article VIII. Restriction of Materials

No donation can be accepted unless it is given to the library without restrictions unless the donor meets with the Board of Trustees to adopt an agreement to do so. All donations may be used, sold, or disposed of in the best interest of the library.

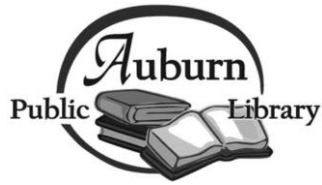
Materials not accepted are:

VHS Tapes, CDs/DVDs without original cases, Magazines, Encyclopedias, Readers Digest.

Article IX. Donation Agreement Form

A Donation Agreement Form must be signed by the donor of non-library materials and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts. Donation Agreement Form is attached to this policy.

Adopted: 6/19/18



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

DONATION AGREEMENT FORM

Donor _____ Date _____

Address _____
(Street) (City) (State) (Zip Code)

Description of material donated:

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

This Donation Agreement transfers legal title of the gift to the Auburn Public Library District.

_____ Unrestricted gift _____ Restrictions (please specify)

I have read the donation policy provisions of the Auburn Public Library District and agree that they are acceptable.

Donor signature: _____ Date _____

Accepted for the Library by: _____ Date: _____

Library Director signature

For restricted donations only:

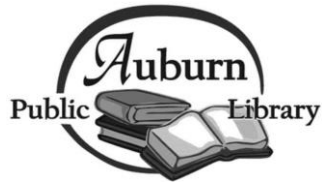
_____ Date _____

President of Library Board signature

_____ Date _____

Secretary of Library Board signature

Date of Board Approval: _____



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MEMORIAL AGREEMENT FORM

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

As a memorial for: _____

Or in honor of: _____

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 that 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 Auburn Public Library District

Please return this form to: Library Director
 Auburn Public Library District
 338 West Jefferson St.
 Auburn, Illinois 62615