



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Gifts and Donations Policy

The Winnetka-Northfield Public Library District (the “District”) gratefully accepts gifts that will further the mission of the District and help the District better serve the needs of the community. All gifts are subject to applicable Illinois statutes as well as the District’s existing policies and guidelines.

Donations

Due to the space and storage limitations of our buildings, we cannot accept donations of books, movies, and other physical materials. If you are interested in donating books, we are happy to provide a list of local organizations that accept donations of physical materials. The Library Director may approve exceptions to this policy on a case-by-case basis.

Gifts

We welcome monetary gifts in any amount to support the District’s current or future needs. Monetary gifts may be restricted (i.e., donated for a specific purpose) or unrestricted (i.e., donated for whatever is needed at the discretion of the Library Director and/or Library Board of Trustees). Unrestricted gifts are preferred because they can be more broadly applied.

Monies received to purchase materials in the name of a loved one allow the donor to specify a general category for purchase, such as military history or mystery books. Donors may also request that a memorial nameplate be affixed inside the front of the book. Memorial donations are subject to withdrawal when no longer suited for the collection, as outlined in the District’s [Collection Development Policy](#).

Gifts of furniture, decorative art, professional services, or other non-monetary gifts may be accepted or declined by the Library Board of Trustees with advice and counsel from the Library Director. Any conditions attaching to the proposed gift, such as the type of recognition provided or the terms for handling and displaying the item, will be considered before a final decision is made. All non-monetary gifts may be used, sold, or disposed of at the discretion of the District and a Gift Agreement Form must be filled out at the time of donation.

Valuation of Non-Monetary Gifts

Neither District staff nor the Library Board of Trustees can appraise the value of a non-monetary gift. It will, however, issue a letter acknowledging the receipt of a gift. It is the donor's decision whether they will determine the value of the gift or utilize an independent appraiser. While gifts to the District as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of their situation to determine eligibility.



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Monetary Gifts

DATE: _____ NAME OF DONOR: _____

ADDRESS OF DONOR: _____

CONTRIBUTION AMOUNT: \$ _____

IN MEMORY/HONOR OF: _____

GIFT PLATE:

- Given in memory/honor of (Honoree's Name), by (Donor Name)
- No gift plate

I WOULD LIKE THIS GIFT USED TOWARD:

- No Preference Equipment,
- Furnishings, or Technology Programs &
- Events
- Materials (books, movies, music, magazines, audio books, electronic books)
- Library Facilities

PLEASE TELL US ABOUT THE HONOREE'S INTERESTS:

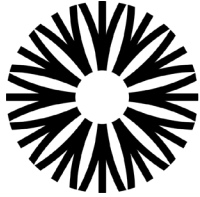
Who should be notified about this donation? Please provide their relationship to the honoree, contact name(s), and address.

RELATIONSHIP: _____

CONTACT NAME: _____

CONTACT ADDRESS: _____

*Please make checks payable to Winnetka-Northfield Public Library District, with this completed form attached



Winnetka-Northfield
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Gift Agreement Form

DATE: _____ NAME OF DONOR: _____

ADDRESS OF DONOR: _____

ITEM: _____

DESCRIPTION: _____

IN MEMORY/HONOR OF (IF APPLICABLE): _____

I have read the Winnetka-Northfield Public Library District's Gifts & Donations Policy and understand the terms. I acknowledge that per said Policy, ownership of this item is being transferred to the Winnetka-Northfield Public Library District to be used, sold, or disposed of at their discretion.

Donor

Date

Library Board President

Date