

DONATIONS POLICY

The Elmhurst Public Library welcomes donations from individuals and organizations. The purpose of this policy is to provide guidance to those who may be interested in donating. The Library reserves the right to accept or reject any donation. Donations may also be made to the Friends of the Elmhurst Public Library, an independent 501 (c) (3) non-profit corporation in accordance with its policies and guidelines.

Types of Donations

Monetary Donations

The Library welcomes monetary donations. There are three types of monetary donations: restricted, unrestricted, and commemorative.

Restricted donations are those where the donor has defined specific terms, conditions, and purposes. The Library may accept such donations, which support the Library's mission. The Director or their designee will coordinate restricted donations and will determine, in consultation with the Library Board of Trustees, the suitability of the restricted donation. Terms of acceptance must be compatible with the Library's policies, the donor's intent, and applicable laws.

Unrestricted donations are those where the donor has not specified conditions, terms, or purposes. Whenever possible, the Library will use these donations to purchase items that enhance the Library building or Library services.

Commemorative Donations

The Library offers limited opportunities to name building elements such as rooms or landscape features in return for a cash donation.

Donations of Materials for the Collection

The Library does not accept donations of books or other materials for the collection.

Donations of Other Items

The Library will consider on a case-by-case basis donations of goods and services that support the Library's mission. The Director or their designee will coordinate such inquiries and will determine, in consultation with the Board, the suitability of the proposed donation. Terms of acceptance will be in accordance with Library policies, the donor's intent, and applicable laws.

Acknowledgement of Donations

The Library will provide a letter to the donor acknowledging the donation. In the case of memorial or tribute donations, a letter will also be provided to a representative of the honored individual. Donations to the Library may be tax deductible. The Library will not provide a valuation for any donated items or goods.