



## North Suburban Library District Donations Policy

### Donations: Gifts to the Collection

#### Introduction

The North Suburban Library District gratefully accepts gifts of books, periodicals, pamphlets, audiovisual materials and works of art, with the understanding that they will be added to the library collection as needed and when they meet the same standards of selection that are applied to regular library purchases.

- The material should be in good condition and free from odors, stains, pests, and excessive damage.
- All donations are unconditional and cannot be reclaimed by the donor.
- There is no guarantee the donated item will be placed in the collection. Donated materials are given with the understanding that they will be used in the best interest of NSLD. Items not added to the collection may be sold for the good of the Library, given to other collections, or disposed of.
- Due to staff time involved, NSLD will not contact patrons updating them on the status of their donated material. The library will not offer onsite evaluations of materials.
- The library staff will acknowledge any gift but cannot provide evaluation for tax purposes. (Library Policy Appendix 5).
- The Library cannot commit itself to perpetually housing a donation.

### Local History Donations

- North Suburban Library District collects and preserves primary documents, photos, and records in various formats that are of historical significance to the communities of Loves Park, Machesney Park, Argyle, Harlem and Roscoe.
- Items donated to the NSLD Local History collections must meet certain criteria and guidelines. To learn more, contact the local history librarian.

### Donations of Self-Published Works

- Books and other formats of materials donated by authors are treated like all other donations; they are considered a gift that will become the sole property of NSLD.
- Self-authored materials are held to the same standards of selection that are applied to regular library purchases.
- To be considered as an addition to the collection, self-published materials must be authored by a resident of the North Suburban Library District.
- Self-published materials must have an ISBN prior to donation.

### Monetary Gifts

- The library welcomes cash gifts and reserves the right to use them for the good of NSLD.
- Memorial gifts -- When the library receives a cash gift for the purchase of materials as a memorial, the materials will be chosen with the interest of the donor or honoree in mind and a plate with both names will be placed in the front of the book or displayed on the gift. (Library Policy Appendix 6).
- The Library cannot commit itself to perpetually housing a memorial gift.
- The library welcomes cash contributions, gifts of real property, stocks, and bonds. Gifts made to ILSDO (the library's foundation) are exempt from taxation pursuant to Section 170 (b) (1) (A) (vi) of the Internal Revenue Code, qualified as a 501 (c) (3).