

**Section I: Management Policies**

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**TITLE: Gifts to the Library****Last Revised: January 14, 2019**

Lake Villa District Library (LVDL) welcomes gifts and donations made to the Library. The Library Foundation and The Friends of the Library assist in the management of gifts and donations to the Library. All gifts are accepted without restrictions or responsibilities and with the understanding that it may someday be necessary to sell or dispose of the item. LVDL cannot commit to permanently retaining a gift or donation.

- Memorial tributes and collection endowments are accepted through the LVDL Foundation.
- Monetary contributions, gifts of real property, stocks, and bonds are accepted through the LVDL Foundation.
- Books, music and other materials are generally accepted through The Friends of the Library. Materials added to the circulating collection are done so under the guidelines of the Collection Development Policy.
- Art Objects and other such gifts are accepted with approval from the Library Director or the Board of Trustees.

LVDL cannot appraise the value of a gift. All naming rights are at the discretion of the Board of Trustees. A letter acknowledging the gift will be issued upon request.

**DATE ADOPTED: October 13, 2000**