

Approved October 2023

Gifts to the Library

General

The Mattoon Public Library is grateful for gifts and donations. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library director can supply, upon request, ideas of needed/wanted materials for consideration by the donor.

Donation Materials

In accepting a gift of materials, the library reserves the right of deciding whether items donated should be added to the collection. The material will be judged by the same standards of selection as those applied to the purchase of new materials. MPL accepts books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the library director deems best. MPL 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.

Gift Book Program

MPL welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that MPL can properly honor the generosity, a form to record the information should be completed.

Donations- Monetary

MPL 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. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for MPL to accept the contribution. All donations are subject to the approval of the library director with the support of the library Board of Library Trustees.

Recognition of Gifts

For memorial books to the library, the library may place within the book the names of the donor.

Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or otherwise disposed of. MPL cannot commit itself to perpetually housing a donation.

Income Tax Statements

MPL cannot appraise the value of a donation of materials or art. It will, however, issue the donor a receipt acknowledging the donation.

Restriction

No donation can be accepted unless it is given to the library without restrictions unless the Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of MPL. All donations are accepted only if, in the opinion of the library director and Board of Trustees, they are in the best interests of the library.