

## GIFTS AND MEMORIALS

TFML Policy No. 10

The Thomas Ford Memorial Library of Western Springs welcomes gifts/donations from persons or groups. The gifts/donations offered to the Library are expected to support library services and/or programs. Acceptance of such offerings shall be subject to approval by the Library Board.

### 10.1 **Cash Donations**

Cash donations can be made for the general support of the Library, for support of its public programs, or to support the Library's collections. In the case of a donation in support of the collection, the general nature or subject area of materials to be purchased will be based on the wishes of the donor(s). Selection of specific titles will be made consistent with the selection policies of the library and with the needs of the library.

10.11 A Gifts and Memorials form (for general operating support, program support, or materials donation) or Collection Club form (for cash donations in support of the collection) will be completed and filed for each donation (see attached forms).

10.12 Donors will be advised that materials purchased can be identified with an appropriate book plate or alternative inscription identifying the honoree and the donor, if requested by the donor.

10.13 The Library will respond with a letter of appreciation to the donor and a letter of acknowledgment to the honoree or next of kin, if requested by the donor.

### 10.2 **Gifts of Materials**

The Library may accept gifts of materials including but not limited to books, periodicals, artwork, audiovisual items, etc. Such gifts will be accompanied by a Gifts and Memorials form, and will be identified and acknowledged (as per paragraphs 10.12 and 10.13).

10.21 Gifts of items to be added to the library collections will be reviewed and selected based on criteria used for the selection of materials described in Policy No. 5.

10.22 Donors will be advised that their gifts may not become a part of the Library's permanent collection. Materials that cannot be added to the library collection shall be returned to the donor.

Attachments: Gifts and Memorials Form

Adopted: September 23, 1997

Reviewed: November 23, 1999

Revised: April 22, 2003

Revised: April 4, 2006

Revised: April 28, 2009

Reviewed: May 22, 2012

Reviewed: October 25, 2016

GIFTS AND MEMORIALS  
General Support, Program Support, or Materials Donation  
Thomas Ford Memorial Library

Your tax-deductible contribution enriches the Library and supports the work of the Thomas Ford Library Foundation. Please make checks payable to the Thomas Ford Library Foundation, 800 Chestnut St., Western Springs, IL 60558.

Date of Donation: \_\_\_\_\_

Donor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Amount Donated \_\_\_\_\_  
Or

Materials Donated \_\_\_\_\_

Name of Person(s) Honored or Remembered \_\_\_\_\_  
Name and Address of Family (for acknowledgement only) \_\_\_\_\_  
\_\_\_\_\_

This gift is:  
\_\_\_ for general support of the Library  
\_\_\_ support of a public program (identify program): \_\_\_\_\_  
\_\_\_ a donation of materials

Note: If you wish to make a cash donation in support of the Collection, please complete the Collection Club form.

Donation is a:  
Memorial \_\_\_\_\_  
Gift \_\_\_\_\_  
Other \_\_\_\_\_

If different from Donor or Honoree Family, send acknowledgement(s) to:  
Names and addresses) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Deposited Date	Materials Accepted Date	Acknowledgement Sent Date
-------------------------	----------------------------	------------------------------