

**FARMINGTON AREA PUBLIC LIBRARY DISTRICT  
GIFTS POLICY**

**GIFTS TO THE LIBRARY**

General. The Farmington Area Public Library District is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of materials needed for consideration by the donor.

Gift Book Program. The library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the library can properly honor the generosity of donors, a special form to record the information is used and should be completed.

Donation of Art Objects and Other Types of Materials. Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

Donations—Others, e.g. Monetary. The library 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 the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Library Trustees.

Recognition of Gifts. For memorial books to the library, the library may place within the book the name of the donor, if desired. Accepted gifts will be honored in our gift remembrance book.

Use of Gifts. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

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

Form. A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

Adopted on February 18, 2004  
Adopted changes June 19, 2023  
Adopted changes April 7, 2026

**Farmington Area Public Library District**

**GIFT BOOK PROGRAM**

I/we would like to contribute \$ \_\_\_\_\_ for a book to be placed in the library.

As a **memorial** for: \_\_\_\_\_

or **in honor** of: \_\_\_\_\_

on the occasion of a birthday \_\_\_\_\_, wedding anniversary \_\_\_\_\_,  
graduation \_\_\_\_\_, or other (please specify) \_\_\_\_\_.

The subject matter we prefer for this book is (please specify if you have a preference)

\_\_\_\_\_  
\_\_\_\_\_

The library will notify the following that this donation has been added to the library's collection **in memory of** or **honoring** the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship \_\_\_\_\_

Name of person to be notified: \_\_\_\_\_

Address of person to be notified: \_\_\_\_\_

\_\_\_\_\_

**Donor Information**

Name of donor: \_\_\_\_\_

Address of donor: \_\_\_\_\_

\_\_\_\_\_

Please make checks payable to the Farmington Area Public Library District.

Please return this form to: Farmington Area Public Library District  
411 N Lightfoot Rd  
Farmington, IL 61531

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**GIFT AGREEMENT FORM**

Donor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Description of material donated:

\_\_\_\_\_  
\_\_\_\_\_

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

\_\_\_\_\_  
\_\_\_\_\_

This Gift Agreement transfers legal title of the gift to the Farmington Area Public Library District.

\_\_\_\_\_ Unrestricted gift                      \_\_\_\_\_ Restrictions (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

I have read the gift policy provisions of the Farmington Area Public Library District and agree that they are acceptable.

Donor signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date \_\_\_\_\_  
Director of Library signature

For restricted gifts only:

\_\_\_\_\_ Date \_\_\_\_\_  
President of Library Board signature

\_\_\_\_\_ Date \_\_\_\_\_  
Secretary of Library Board signature

Date of Board Approval \_\_\_\_\_