

GIFTS AND MEMORIALS

TFML Policy No. 10

The Thomas Ford Memorial Library of Western Springs welcomes gifts/donations from persons or groups who wish to honor special individuals in a unique way. The gifts/donations offered to the library are expected to support library services and/or programs. Acceptance of such offerings shall be subject to review by the Library Board.

10.1 **Cash Donations**

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 (attached) will be completed and filed for each offering.

10.12 The materials purchased will be identified with an appropriate book plate or alternative inscription identifying the honoree and 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.

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, 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 dispensed at the direction of the Library Director.

Attachments: Gifts and Memorials Form

Adopted: September 23, 1997

Reviewed: November 23, 1999

Revised: April 22, 2003

Revised: April 4, 2006