



Donations Policy

Members of the community are encouraged to support the mission of the Morton Grove Public Library through gifts in the form of materials or financial support.

Print and Non-Print Materials Donations

The Library accepts the following materials:

- New or gently used hardcover and paperback books (see exceptions below)
- Audiovisual materials (DVD, CD, audiobooks) in good condition

The Library does NOT accept:

- Damaged or moldy items
- Textbooks, workbooks or materials with highlighting or handwriting (except author-signed books)
- Medical and computer books over 3 years old
- Technical books of a very specialized nature
- Encyclopedias
- Reader's Digest condensed books
- Cassette tapes
- VHS tapes
- Records
- Magazines
- Craft supplies

Small donations (no more than two medium-sized boxes/paper grocery bags) of books and/or audiovisual materials can be brought to the Check-Out Desk during normal business hours.

Larger donations should be arranged prior to delivery to the Library. Please call 847-929-5101 or email info@mgpl.org to make arrangements. The Library reserves the right to refuse large donations delivered to the Library without prior authorization.

Donated materials may be added to the collection in accordance with the Library's Collection Development Policy. Materials not added to the collection are sold in used book sales or shared with other local organizations. The Library reserves the right to accept or discard, at its discretion, any donated materials.

The Morton Grove Public Library does not provide an appraised value for donated materials, but can provide, upon request, a receipt for tax purposes specifying the number and type of donated items.

Monetary Donations

The Executive Director may accept non-dedicated monetary gifts of up to five thousand (\$5,000) dollars and property with a value of up to one thousand (\$1,000) dollars, without prior approval of the Morton Grove Public Library Board of Trustees. The Library Board will accept any dedicated donation only if the donation is consistent with the Library's mission and purposes as outlined in *Morton Grove Public Library, Bylaws of the Board of Trustees, Article VII Section 2*.

All gifts of real estate may be accepted only with Library Board approval. Unless the property appears to have a valid purpose for the Library's mission, all gifts of real estate will be sold as soon as practicable, at fair market value, and the proceeds shall be controlled by the Library Board as outlined in *Morton Grove Public Library, Bylaws of the Board of Trustees, Article VII Section 3*.

Inquiries about naming Morton Grove Public Library as the beneficiary of a will or trust should be directed to the Executive Director.

Other Gifts

Donations such as artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with prior approval from the Executive Director.