



OPERATING POLICY

FUND RAISING AND DONATIONS

It is the policy of the La Grange Public Library Board of Trustees to permit and encourage acceptable fund raising efforts on behalf of the library, its components and services, by Library components (trustees or staff members), by the Friends of La Grange Public Library and by authorized outside persons and organizations.

Fund raising projects held in the Library must have the approval of the Library Board of Trustees or the Library Director prior to being implemented. Library auxiliaries, such as the Friends of La Grange Public Library act autonomously, but with representation from the Library Board of Trustees or Library Administration.

Outside organizations and persons wishing to raise funds for Library purposes may use the name of the La Grange Public Library, its components or services only after the Library Board of Trustees has reviewed the fund raising project plans and procedures prior to the proposed fund raising project starting date and is satisfied that acceptable financial procedures will be followed, that appropriate advertising and publicity will be utilized, that the Library and its personnel and agents will be fully indemnified against loss or damage and that the Library Board of Trustees or its designated agent will receive a full and complete accounting and all funds raised in its behalf, immediately upon completion of the fund raising project.

No profit or commercial advantage shall devolve upon any person or organization involved in the fund raising project.

The foregoing is in no way intended to limit or preclude outside persons or organizations from donating funds to the Library, its components or services, on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

The Library accepts monetary donations, either by individuals or organizations, for materials such as books or other library materials, subject to the approval of the Library Director or Board of Trustees.

All funds raised or donated in accordance with this policy are to be placed in the La Grange Public Library account and the donor or donors may specify the use to which they are to be put. However, the Library Board of Trustees reserves the right to refuse conditional donations.