

GIFT, DONATION, AND SPONSORSHIP POLICY

The Urbana Free Library (“the Library”) and The Urbana Free Library Foundation (“the Foundation”) gratefully welcome community support. This policy explains how gifts are received and used to strengthen Library services, programs, and collections.

The Foundation is the official fundraising and charitable arm that supports the Library. To ensure proper stewardship, transparency, and donor care, all accepted donations—including monetary and in-kind—are received and managed by the Foundation.

In regard to all donations where there are donor conditions or restrictions, the acceptance decision will ultimately be up to the Library Board of Trustees.

1. MONETARY DONATIONS

The Foundation accepts and manages financial contributions of all types, including:

- Cash, checks, and online gifts
- Securities and retirement distributions
- Planned and estate gifts
- Sponsorships and corporate giving

All monetary donations are used to support Library services, programs, collections, and strategic priorities.

2. IN-KIND DONATIONS

The Foundation and Library may accept donations of physical items intended to support the Library. The Foundation and Library may decline in-kind items that do not meet current needs, space capacity, or safety requirements. The Foundation and Library receive and manage in-kind donations, dependent upon the donation and intention of the gift. More information on in-kind donations received and managed by the Library is found in the Collection Management policies for the Library and Archives.

3. DONOR RECOGNITION AND PRIVACY

The Foundation and Library appreciate all gifts and may publicly recognize donors in appropriate ways unless anonymity is requested. Donor information is handled responsibly and respectfully. The Foundation may decline or redirect gifts that conflict with Library priorities, are impractical to manage, or would create financial, legal, or safety burdens. The Foundation also may decline or redirect gifts as directed by the Library Board of Trustees.

Adopted May 12, 2026