

## **Henry County Library System Gift Policy**

There are five types of materials acquisitions not initiated by library staff: used item donations, presentations, monetary gifts, memorials and honoraria, and patron requests.

Although these acquisitions may not involve the expenditures of Library funds, the selection criteria used for general acquisitions still apply.

### 1. Gifts of used books and other library materials:

The Library System welcomes gifts of books, etc., with the understanding that the same criteria used in the selection of materials for purchase are applied to the proper disposition of gift materials.

Gift materials must be in good physical condition, not water damaged, mildewed, soiled, or heavily worn.

Donors must realize that the acceptance of a gift of materials does not guarantee that such materials will be placed in a specific branch; the Library System will determine where an item is best utilized.

Donors must also realize that, regardless of condition, not all gift materials are suited for inclusion in the Library. Gifts must be unconditional. Gift materials that are determined to be unsuitable or unusable may be made available for purchase at the Friends of the Library book sales.

The Library cannot furnish valuations of gift materials. The Library will furnish a letter of receipt (see attachment) which will state the number and type of gift items; the donor is responsible for assigning a value for tax purposes.

## 2. Presentations:

Presentations are pre-purchased books or other materials, usually new, offered by individuals or organizations. Mere newness, and the fact that no library funds are involved in an item's purchase, does not obviate the selection criteria applied to materials acquired with budgeted funds.

## 3. Monetary gifts:

Cash gifts are always welcomed. The donor may specify the types of materials for which he/she intends the gift; the Library will, within the constraints of the Materials Selection Policy, attempt to honor such intentions. If the donor wishes, a plate citing the gift will be placed in or on the purchased materials.

## 4. Memorials and honoraria:

Memorials and honoraria are funds or materials donated in the name of an individual. Funds collected for such should cover the cost of the book(s) or materials being purchased. Staff will inform the donor(s) if the funds collected are insufficient; in such cases the donor(s) may wish to have the funds placed in the "Library Development Fund" for future purchases.

If a specific title is donated or requested, its inclusion in the collection must meet the selection criteria. When specific titles are not requested, every effort will be made to purchase a title of lasting value. For this reason, best sellers are usually avoided.

A plate designating the memorial or honorarium will be included in the material requested or donated.

After the donation has been received, a thank you card will be sent to the donor or the organization or individual making a presentation. Additionally, for a memorial or honorarium, an announcement card will be sent to the family of the deceased or to the person being honored.

Through wear, obsolescence, or loss a memorial, presentation or honorarium will be eventually be withdrawn. In most cases, especially in the case of obsolescence, the item will not be replaced. If it is replaced, a new plate will be placed in or on the item.

#### 5. Patron requests:

Patrons may request the purchase of a particular item. If it meets the selection criteria and if funds are available, the purchase may be made.

#### Other considerations:

Donations and gifts of services, equipment and the like are subject to the approval and acceptance of the Library Board of Trustees in conjunction with Staff. The donor must, after reading the Gifts Policy and the Collection Development Policy, submit a written proposal outlining the nature of the gift or donation and the conditions, if any, that are to be attached. The Library shall decline with thanks those gifts of considerable worth which might more appropriately be housed in a museum, such as art objects, statuary, or items of historical value. The Library shall also decline any gift if a condition of acceptance is permanent exhibition in the library.

Some donations of materials, equipment, or monies are not appropriate, as in these examples:

- Donations which might create or imply an obligation to an organization or individual,
- Donations which unnecessarily duplicate materials or services already offered,
- Those that add coverage or services the Library System cannot maintain.

In such cases donors may be referred to other agencies where items can receive more effective use.