

## DONATIONS, GIFT AND MEMORIAL BOOKS

### Donations:

Criteria for accepting donations:

- Items must be in good condition.
- Items should be free of stains, mildew, water-damage, mold, odors, and dirt
- Books should be free of torn, yellowing or damaged covers and pages
- Books that are dated 3 years from the current year will not be accepted
- History books pertinent to McComb or the Hancock County area will be accepted if the item is in good condition as stated above

The library cannot accept donations of these items:

- VHS tapes
- LP records
- Encyclopedias
- Textbooks
- Audiocassettes

Items brought in for donation are to be evaluated at the circulation desk when they are brought in. Items are not to be left outside the building or dropped off at the circulation desk. Staff reserves the right to refuse any item due to the conditions above. Any staff member may accept donations however; the Director or Assistant Director has final approval in deciding whether the item is added to the collection.

### Memorials:

The materials we accept for memorial gifts, brought in as donations, should:

1. Be acceptable according to our collection development policies.
2. Not be duplicates of items we have in, or have ordered for, our collection.

Gifts of a more specific nature, such as furniture, works of art, audio-visual equipment, or real property shall be referred to the library director for acceptance. Substantial cash offerings and bequests will be handled by the director, in consultation with the library Board. The terms of acceptance will be compatible with library policies, applicable laws, and the donor's intent.

Memorial gifts need to be circulating items in our collection, unless prior approval is given by the director or Board.

The name(s) of the donor(s) and the name(s) of the individual(s) recognized by the gift will be listed on a bookplate and affixed to the material.

New Memorials will be replaced, when possible, within the first year, if a patron has damaged or lost the material. Memorial gifts may be weeded from our collection, however, if they become obsolete or damaged.

Evaluation:

If requested, the library will provide a written acknowledgment of the receipt of Gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor. See attached form.

Revised July 21, 2014

Revised September 17, 2018

Revised July 15, 2019