

# **Calhoun County Public Library System**

## **Donation Policy**

The Calhoun County Library System welcomes gifts of new and used books, audio recordings, videos and DVDs, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Calhoun County Library System, and may be transferred to other libraries and nonprofit agencies, sold, or discarded if they are not added to the collection. The donor may place no conditions on the donation. Donated items will not be returned to the donor, and the library will not accept any item that is not an outright gift.

The library will acknowledge receipt of donated items, but is unable to set fair-market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair-market value or obtain expert assistance in establishing any value. Once a donated item has been added to the library collection, it is subject to all other library policies and may be discarded according to the policy on withdrawal and disposition of library materials.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested at the time the donation is made, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent that such items meet the library's selection policy and collection needs.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board based on their suitability to the purposes, and needs of the library, laws, and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Library Board approved 1/01

Commissioners' Court approved 1/01

Library Board approved (revised) 1/6/11

Commissioners' Court approved 1/27/11