

## **Hart County Library**

### **Donation Policy**

**Approved by a quorum of the Hart County Library Board of Trustees June 8, 2021**

Members of the community are encouraged to support of the Hart County Library through gifts in the form of money, books and other materials, equipment, works of art, documents, photographs, or property of any kind that promotes the mission of the Library. Monetary gifts are welcome and used to enhance programs, services, and materials for the collection.\*

The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Hart County Library. If a gift is accepted the gift shall be final; no restriction on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees.

Gifts of Materials are subject to the same principles and standards of selection that are applied to all materials added to the library's collection. The library cannot guarantee that any gift will be part of the collection or part of the collection permanently. Items not added to the collection are recycled when possible or allocated to the Friends of the Library group for resale.

### **Donation Guidelines**

Items must be in "gift worthy" (good/excellent) condition and free of odor, mold and infestation. We will not accept items that are damaged, dirty, marked, worn, torn or otherwise in poor condition. The library cannot accept the following materials: magazines or newspapers, textbooks, encyclopedias, condensed books (Reader's Digest), VHS Movies, Books on Cassette. The appraisal of a gift to the library for income tax purposes is the responsibility of the donor since it is the donor who requires an appraisal, not the library. The library will provide a receipt for any gift. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

### **Memorial Donations**

Memorial donations must be coordinated in advance with the library's Director. Space limitations and the cost of handling donations require Hart County Library to be selective in accepting items for donation. Please call the library at 706-376-4655 and ask for the Director to obtain a status on donations. You may be asked for a description of the material you wish to donate. Cards of acknowledgement will be sent to the donor and the honoree to the family of the person for whom the memorial was given. The book may be marked with memorial identification upon request.

### **Monetary Donations**

Monetary donations may be made in the form of cash, cashier's checks, or personal checks. Checks for monetary gifts to the library should be made payable to the Hart County Library. Monetary donations may be mailed to the library, attention of the Director. Cash donations

should be made in an envelope directed to the Director. Receipts for monetary donations may be made upon request (all cash donations will receive a receipt).

### **Art and Artifact Donations**

In general, gifts of art objects should be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Board of Library Trustees. No gifts posing a danger or threat to patrons will be accepted (e.g., metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

Hart County Library legally cannot provide an appraisal or estimate of value on any tangible property for tax purposes. The Trustees will provide a letter acknowledging the gift and, upon request, describing the object donated for the donor's records.

Future disposition of gifts - Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection or furnishings permanently.

### **How to Donate**

All donations must be arranged in advance. Please do not drop anything off without calling first. *Drop off hours are Monday, Wednesday, and Friday 10am-2pm.* Donations must be delivered in boxes or bags that will not be returned. Receipts are not given for material donations without previous arrangements.

\*It is understood that special gifts and bequests should not take the place of public support, but should enable the Library to provide and enhance the grounds, services and collections in ways not financially possible within the current municipal operating budget.