

# **Henderson County Public Library**

## **Donations of Materials**

June 27, 2005

(revised August 14, 2013)

The library accepts donations of new or used books, magazines, videos, DVDs, books on tape and compact disc, and music compact discs. Donations are accepted with the understanding that no restrictions are placed on their use, and that the library is not obligated to keep donated materials for any length of time. The main criterion for accepting donations is whether the library can use these items in the collection or sell them.

Donations may be added to the library collection, sold on the library's sale table, or discarded based on need and the condition of the material. Items that are kept for the library's collection will be added to the collection at the library's convenience. All donations and the receipts from the sale of donations become the sole property of the library. Library staff will issue a receipt to the donor upon request identifying what type of material was donated (i.e. books, magazines, etc.) and the number of items donated. All gifts to the library are tax-deductible as provided by law, however, the donor is responsible for determining the value of the donation, not the library.

The library does not accept donations of any kind that are obviously damaged, dirty, smelly, moldy, mildewed, or otherwise unsuitable or unusable.

Donations of the following types will not be accepted by the library:

- News or celebrity magazines more than 1 year old
- Catalogs from companies and businesses
- Encyclopedias
- Outdated informational books (e.g. technological, tax, investment, medical, legal, etc.)

The library prefers that donations be brought in small boxes. If available, library staff will help bring in donations from the donor's vehicle, but assistance is not guaranteed. If assistance is required, the donor will need to make an appointment for this.