

## POLICY FOR ACCEPTING DONATIONS

The resources of the French Simpson Memorial Library have been selected carefully by Library staff according to the Library's Collection Development Policy and acquired through purchases and donations. The Library appreciates the generosity of those donating materials to the Library. In order to ensure a quality collection the Library has established guidelines to implement our **Policy for Collection Development**. Because of the cost of cataloging, processing, and storing donations we can accept only the following materials, which must be clean and in good condition:

- Hardcover books published within the past three years;\*
- Paperback books published within the past three years;\*
- Magazines published within the past two years;
- DVDs in their original cases;
- Audio books recorded on CD.

We do not accept encyclopedias or condensed books.

If the materials you would like to donate meet the criteria above please contact the Library at 798-3243, Ext. 208, to arrange a mutually convenient time to bring them to the Library.

All donations accepted by the French Simpson Memorial Library become the exclusive property of the Library. Acceptance of a donation does not imply that the material will become part of the collection permanently. The Library reserves the right to dispose of all donations as it deems appropriate.

The Library may offer donations it has received to other libraries, place them in the Friends of the Library book sale, or discard/recycle them. The Friends use income from book sales to benefit the Library.

Donations to the Library are tax deductible, but federal tax regulations prevent Library staff from placing a value on them. It is the donor's responsibility to establish the fair market value or obtain a professional appraisal of any materials donated. The Library can supply a tax form if needed.

\*Guidelines for donations to the local history/genealogy department are found in the **Policy for Collection Development** for that specific collection.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson of Advisory Board, French Simpson Memorial Library

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor, City of Hallettsville