

Henderson County Public Library Donation Policy

The Henderson County Public Library is most appreciative of the many donations and monetary contributions received each year. Books are a valuable and lasting way to honor someone and contribute to the community as a whole.

Material Donations:

The Library accepts donations of recent books and audiovisual materials which are clean and in good condition in accordance with our Material Selection Policy. We reserve the right to accept, decline, discard, or sell any donations through the Friends of the Library. All donations immediately become the property of the Library and cannot be returned.

Collections of books from estates will be considered as individual items. No special areas or sections in the Library will be designated to house a living or deceased individual's gift in toto.

Unless of compelling local interest, realia will not be accepted.

Donations will not be formally acknowledged, however, donors may receive a *Receipt for Gift Materials* form for tax purposes upon request.

Memorial and Honor Donations:

The Library accepts monetary donations in honor or memory of an individual or group. A minimum donation of \$20 is required for material purchases. Donations less than \$20 will be deposited into a general fund and be used to benefit the library. Checks should be made payable to the **Friends of the HCPL**. To make donations donors must complete a *Material Donation Form* in its entirety.

Upon receipt of the *Material Donation Form* and associated funds, the donor will be mailed an acknowledgement letter. For memorial donations, a letter will be sent to the relative designated by the donor indicating the name of the person for whom a donation was made and the name of the donor. For honor donations, a letter will be sent to the honoree indicating the name of the donor. Once materials are purchased, a plate will be placed inside the front cover stating the names of the donor and honoree. Memorial and honoree donations will be acknowledged in the Friends of the Library newsletter, *The LINK*.

Individuals with donations totaling \$500 or more will have their name added to the *In Memoriam* plaque displayed in the library. Anyone who donates \$500 or more will also have their name added to the *Benefactors* plaque displayed in the library.

Donors wishing to purchase book and/or audiovisual titles in the form of memorials should first contact the library for approval. All donated titles are subject to conditions set forth in the *Material Selection Policy*.

Endowment Funds:

Endowment funds to support the library may be set up through the Community Foundation. The purpose of such gifts is to allow the library to enrich its services, resources and facilities beyond what would normally be available through local funding. Contact the Library Administration at 697-4725 for more information.