

## **Greeneville/Greene County Public Library**

### **DONATIONS POLICY**

The Greeneville/Greene County Public Library gratefully accepts donations of materials, money, and other assets.

#### **Donations of Library Materials**

The library accepts donations of books, magazines, audiobooks, music CDs, and DVDs. These physical items are accepted without donor stipulations or conditions, and become the sole property of the library. The library does not accept donations of VHS tapes.

The library cannot provide an estimate of the fair market value of donated materials. A receipt for tax purposes, if requested at the time the donation is made, will be given to the donor, acknowledging only the receipt of the gift.

The Library Director, acting in accordance with the library's Collection Development Policy, reserves the right to decide if items will be added to the collection.

The library may dispose of donated materials not added to the collection. In most cases, such materials will be retained for the annual book sale. Those not deemed appropriate for the library book sale will be recycled or discarded.

Due to space limitations, the library cannot act as a depository for records and/or memorabilia belonging to local clubs, individuals, or organizations.

#### **Special Collections**

Donations of materials that have historical or other significant interest and that have special value or usefulness considered as an intact unit (i.e., a "special collection") will be accepted for the T. Elmer Cox Library if the following conditions are met:

- the collection meets the library's standards as set forth in any applicable policies, including its Collection Development Policy
- the collection can be appropriately housed, given the library's limited space for storage and display
- the collection meets with the approval of the Library Board

#### **Monetary Gifts, Non-monetary Assets, and Bequests**

Non-restricted donations of money and other assets are used for any purpose designated by the Library Director, subject to the approval of the Library Board.

Restricted donations of money and other assets are used according to the stipulations of donors, provided that those stipulations are consistent with library needs, library staffing and building

capabilities, and library policy, including its Collection Development Policy. The use of restricted funds and other assets is governed by the Library Board, which makes every reasonable effort to honor the wishes of donors.

Bequests, which may be non-restricted or restricted, are treated as other types of donations.