

## **GIFTS POLICY**

Gifts to the collections can be in the form of money or actual materials. All gifts become part of the general collection and should not require special shelving or circulation procedures. Gift plates and letters of acknowledgment are appropriate stipulations by the donor, but other strings attached to a gift should be evaluated carefully before the gift is accepted.

Gifts of money for the purchase of new materials are preferred. Gifts of money to buy a specific title for a specific library may be accepted. MCLS evaluates the title in the same manner and by the same criteria described in the selection process. A title may be rejected if it does not meet selection criteria.

The ideal gift is format specific, whereby the donor recognized the need for more materials and is not concerned with specific titles or subjects.

The libraries accept gifts of materials (books, compact discs, audiocassettes, and video materials) if they are in good condition. Due to space limitations, magazines are not accepted.

The Madison County Library System reserves the right to make the decision about the final placement of all gifts. They may be added to the collection or sent to Friends of the Library groups for public sale, or they may be discarded. Gifts are not returned to the donor. They become the property of MCLS.

Many donations consist of boxes or bags of materials that are accepted for the sake of public relations. These gifts are inspected by the staff for odor, water damage, wear, age, mold, insects, etc. Appropriate material may be saved for a book sale, distributed to other branches or discarded.

Items that meet library standards are forwarded to the Collection Development Coordinator or the Youth Services Director for evaluation. Each gift is inspected again. The author, title, publisher, date, and edition are checked, and if approved for addition to the collection, the item is processed and assigned to the library to which it was donated.

**Appraisals for the dollar value of materials donations are not made by the libraries.** However, there is an "Acknowledgement of Donations" form that may be filled out and given to the donor, (see page 70).