



Gifts and Donations

Revised April 2023

Adopted by the Calloway County Public Library Board of Trustees this 14 day of January 2015.

The Calloway County Public Library appreciates donations from the public and businesses and organizations.

Gifts of Books and Other Library Materials

The Library accepts gifts of library materials in good condition; this includes but is not limited to, books, audiobooks, DVDs, and Blu-Rays.

Before bringing your donated items to the Library, prior arrangements for delivery must be made with CCPL staff by calling 270-753-2288.

The Library reserves the right to dispose of unsolicited materials in any manner it deems appropriate.

The Library does not accept the following:

- Anything donated with restrictions as to disposition or use
- Books and materials stained with water, dust, mold (which could spread to the existing collection), etc., or anything with a noticeable odor.
- Magazines (Including National Geographic)
- Encyclopedias
- Textbooks
- Computer Books
- VHS tapes
- Vinyl record albums or music cassettes
- Music CDs
- Anything that needs repair

In most cases, usable library materials that the Library does not add to its collections are offered to the Friends of the Calloway County Public Library for their book sales. Money raised by the Friends from their book sales is used to benefit CCPL.

CCPL retains the prerogative to determine when the use of a gift plate for recognition is feasible and appropriate.



GIFT POLICY: ART AND ARTIFACTS

This policy establishes the criteria and stipulations under which the Calloway County Public Library will accept gifts of art and artifacts not intended for the circulating collection.

Art or artifacts that are compatible with the Library's needs and facility may be accepted:

- To enhance the beauty of the facility
- To record an aspect of Library or community history or culture
- For other purposes as defined by the Board of Trustees

Donations are arranged through the Library Director. The Library reserves the right to decline any gifts.

All gifts to the Library will be free of restrictions and conditions. The Library shall have absolute Ownership of all donated art and artifacts, including but not limited to management, display, conservation, or disposition of said art and artifacts. It is recognized that unusual circumstances may arise where exceptions to this policy may be in the best interests of the Library. Any such exceptions must be approved by the Library Director.

For administrative reasons, CCPL is unable to set a value on donated items.

As always, donations to the Calloway County Public Library become the property of the Library, with the Library being solely responsible for their disposition.

Memorials

A memorial is created when money is donated to add items to the collection, usually in memory or honor of an individual or group. CCPL welcomes suggestions for purchases but reserves the right to the final decision regarding all materials. A memorial may be placed in the library collection for reference or circulation use. A thank you letter will be sent to donors. The donor may select up to three people to receive an announcement note.

Those wishing to present a memorial may request a memorial packet from a circulation staff member, who will assist the donor with any questions they may have regarding the paperwork. The money and completed memorial packet will be given to the Acquisitions Librarian, who will send acknowledgments and announcements and select and order the item(s). Upon receipt of the item(s), the Acquisitions Librarian will complete the processing and add a bookplate.



Donations of any other types of gifts will be considered by the library director on a case-by-case basis.

Receipts

The Calloway County Public Library can provide receipts for gifts only in the following cases:

Cash or check donations: A receipt will be sent in the form of a letter stating the amount donated.

All other donations: Acknowledgment letters are usually not written for routine donations of used materials. At the donor's request, CCPL will supply a Books and Materials Acknowledgement Form (See Appendix B) signed by the employee receiving the materials; this will be given only at the time of the donation. The form will list the number and type of donation only. The donor is responsible for assigning and documenting monetary value for tax purposes.

The Library cannot give receipts for previously donated material.

Gifts to Library Staff

Individual library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the Library as a whole or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally and that no preferential treatment is shown or expected.