

## Donations of Materials. Tom Green County Library

The Tom Green County Library System has long been favored by public-spirited citizens as a beneficiary of gifts, books, and other materials. The collection has been enriched by many fine donations of materials which it would otherwise not have been able to obtain. However, "free" items are not without cost. These items must be cataloged, processed, housed, and kept in good condition.

Only materials donated without restrictions will be accepted, and they are evaluated using the same criteria as materials that are purchased. If the Library director considers that the materials will be in demand and will enhance the collection, the materials will be cataloged and added to the collection. Those materials that are added to the collection will be classified and shelved according to standard procedures.

We will *consider* the donor's wishes as to placement of the donated items in a particular branch of the library system but the needs of the library system may override such requests.

Current issues of donated magazine subscriptions may be placed on display for a limited time.

Materials not needed, but in good condition and still of value, may be offered to another organization or given to the Friends of the Library for its book sales.

Donors will be given a statement listing the number and general type of materials donated if they so request. The Library staff will not assess the value of materials donated as the IRS will not accept our evaluation. The donor should contact a reputable book dealer or appraiser for this service.

This policy applies to all donations: artwork, collections, books, recordings, magazines, plants, furniture, sculpture, etc.

The Library is grateful for materials donated as outlined above.

December 30, 2005