

Gift Policy
of
The Blount County Public Library

Introduction

The Blount County Public Library accepts the donations of library/archival materials, scholarly papers, movies, photographic collections, and microforms, in accordance with its Selection and Weeding of Library Materials Policy. The Library may also accept donations of computer media, equipment or other items at the discretion of the Library Director who reserves the right to decide if a gift of materials meets the same guidelines that are applied to purchases.

The Blount County Public Library also accepts monetary donations. The library director, a library board member, and a board member of the Foundation for the Blount County Public Library will meet with potential donors about donating stocks, bequests, insurance policies, trusts, endowments, and real or personal property to the Foundation for the Blount County Public Library. The Foundation is a 501c3 non-profit corporation of broad, flexible investment capabilities with resources made available to the Library for capital projects.

Acceptance of Gifts

The authority to accept gifts rests ultimately with the Board of Trustees of the Blount County Public Library. For monetary donations of \$10,000 or less, library materials, and library equipment, the Board allows the Library Director to exercise judgment in acceptance of these gifts.

All gifts accepted by the Library are subject to the following general conditions:

- The Library retains unconditional ownership of the gift.
- The Library makes final decisions on the use or disposition of the gift.
- The Library reserves the right to determine the conditions of display, housing, and access to the gift and is unable to accept gifts with restriction or special conditions.
- The Library reserves the right at all times to dispose of any gift without notification to the donor. Gifts not added to the library collection shall be forwarded to the Friends of the Blount County Public Library or the Foundation for the Blount County Public Library for their disposition at a future sale or fundraiser.
- The Library will not be responsible for value appraisal of non-monetary gifts for income tax purposes.
- The donor will normally assume all costs associated with packing or shipping the material to the Library.

Gift Agreement

Prior to a gift being accepted, the Library's policy concerning gifts will be provided to the donor. At the time the gift is transferred to the Library, the donor will sign a *Grant of Gift* form. The Library will retain one copy and one copy will be provided to the donor.

Criteria for Acceptance of Library Materials

Library materials will be added to the Library's collection only if they meet collection criteria established by the Library staff and approved by the Board in the **Selection and Weeding of Library Materials Policy**. Normally, textbooks, instructional aids, and single-copy periodicals are not accepted. The Library Director must approve the donation of continuous issue-by-issue subscriptions of periodicals.

Appraisals and Tax Receipts

In keeping with professional guidelines and Federal law, the Library does not provide appraisals of materials for donors. Appraisals are done at the donor's expense.

If the donor requests tax receipts, they will be issued for *monetary gifts* of \$100 or more. Tax receipts will only indicate the number of items donated and their condition.

Lists of Donors and Donated Materials

The Library does not maintain or provide itemized lists of donations.

Acknowledgement

The Library will acknowledge every monetary donation.

**Gift Policy
Of the Blount County Public Library
Board of Trustees**
Consisting of two (2) pages and a Grant of Gift

Adopted ___ August 2007 ___

Amended ___ 10/07 and 10/13 ___

Amended ___ 8/17/2021 ___

Signed _____

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).

