



Henderson County Public Library

Donation Policy

The Henderson County Public Library is most appreciative of the many donations and monetary contributions received each year. Books are a valuable and lasting way to honor someone and contribute to the community as a whole.

Material Donations:

The Friends of the Library (FOL) accepts donations of books and audiovisual materials which are clean and in good condition. They reserve the right to accept, decline, discard, or sell any donations. All donations immediately become the property of the FOL and cannot be returned.

Proceeds from the sale of donations are used to purchase books, audiovisual materials, furnishings, and equipment needed by our library system. Visit the Friends of the Library website at www.friendsofthehcpl.org for donation location and current hours of operation.

The Library may select FOL donated titles to be added to library collections as needed in accordance with the Material Selection Policy. No special areas or sections in the Library will be designated to house a living or deceased individual's gift in toto.

Unless of compelling local interest, realia will not be accepted.

Memorial and Honor Donations:

The Library accepts monetary donations in honor or memory of an individual or group. A minimum donation of \$20 is required for material purchases. Donations less than \$20 will be deposited into a general fund and be used to benefit the library. **Checks should be made payable to the Friends of the HCPL.** To make donations donors must complete a Material Donation Form in its entirety.

Upon receipt of the Material Donation Form and associated funds, the donor will be mailed an acknowledgement letter. For memorial donations, a letter will be sent to the relative designated by the donor indicating the name of the person for whom a donation was made and the name of the donor. For honor donations, a letter will be sent to the honoree indicating the name of the donor. Once materials are purchased, a plate will be placed inside the front cover stating the names of the



donor and honoree. Memorial and honoree donations will be acknowledged in the library newsletter, *Illuminations*.

Individuals with donations totaling \$500 or more will have their name added to the *In Memoriam* plaque displayed in the library. Anyone who donates \$500 or more will also have their name added to the *Benefactors* plaque displayed in the library.

All titles will be purchased in accordance with the *Material Selection Policy*.

Endowment Funds:

Endowment funds to support the library may be set up through the Community Foundation. The purpose of such gifts is to allow the library to enrich its services, resources and facilities beyond what would normally be available through local funding.

Questions:

Contact the Library Administration at 697-4725 for more information.

Approved by Library Board of Trustees
August 12, 2010
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