

Cherokee County Public Library greatly appreciates item donations, both from the public and from businesses and organizations, which support and further the mission of the library. Donations are valuable to augment the library's collection and provide a source of funds when items are offered for sale. All item donations become the property of Cherokee County Public Library and will be used to the best advantage of the library, at the discretion of the director.

Donations of goods and materials

Acceptable donations would include new and well-maintained books, VHS videos, DVD videos, CD-ROM games, books on tape or CD, maps, historic Cherokee County documents, etc. Special donations of goods — such as magazine subscriptions, furniture, décor, or other specialty items — need to be discussed with the Director in advance.

Restrictions: Certain materials cannot be accepted because of the costs to the Library. (This might include staff time, storage considerations, maintenance fees, upgrades, etc.) Anything which requires an ongoing commitment of budget or significant staff time for maintenance, upgrades, or other costs cannot be accepted by the library.

The library also cannot accept:

1. Anything donated with restrictions as to disposition or use, such as a special collection of books that must be kept together or shelved in a particular place.
2. Books and materials stained with water; dust; or with mold or insect infestation (which could spread to the existing collection), etc.; or anything with a noticeable odor. This restriction is necessary for the health of both our patrons and the library staff. Please find an alternate source for disposal of these items.
3. Anything that needs repair (exceptions may be made for historic records or documents pertaining to Cherokee County, at the Genealogist's or Director's discretion).
4. Vinyl record albums or music cassettes.
5. Encyclopedias over 10 years old.
6. Textbooks over 10 years old.
7. Computer books over 5 years old
8. Reader's Digest Condensed Books in large quantities.
9. Magazines over 3 years old.
10. Items or materials of an inappropriate nature, as determined by the Library's collection policies and community standards as interpreted by the Library staff. (i.e. Offensive or overtly biased material, or paintings not appropriate for viewing by children may be refused.).

Library staff members cannot estimate the value of donated books, beyond recording the number and type donated. The Library cannot and does not appraise books, works of art or any other items, nor can it pay for such appraisals. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

Gifts are accepted in honor or in memoriam of a person or event. Acknowledgement of such a gift will be made to the donor and to up to three other persons or entities as requested. Recognition of an honorary or memorial gift is made as outlined below, according to the nature of the gift.

- a. Acknowledgement letters are usually not written for routine donations of used materials. At the request of the donor, the Library will supply a Donation Receipt form signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation.
- b. Gift plates to recognize the donor are not usually placed in or on used items donated and added to the Library collections. The donor may request that gift plates be placed in or on donated items.
- c. Gift plates are customarily placed in or on new items donated and added to the Library collections or in items purchased by the Library with monetary donations.
- d. In most cases, gift plates to recognize the honorary or memorial gifts are placed in or on the items donated and added to the Library collections or in items purchased by the Library with monetary donations.
- e. In the case of the gift of a collection of materials, the Library will work with the donor regarding the arrangement, location, and maintenance of the collection. The Library may not be able to or wish to agree to all the donor's requests with regard to such issues as keeping all items together as a discrete collection, signage, and additions to the collection.

Gifts of Memorabilia and Realia

- f. The Library accepts gifts of real items if those items support the mission of the Library. Most items in this category accepted by the Library will be those that have cultural or historical significance to the Cherokee County, Alabama area and are appropriate for inclusion in the Library's Special Collections.
- g. The placement and display of an item is also the sole prerogative of the Library. The wishes of the donor regarding the location of the item will be taken into account by the Library.
- h. The Library will work with the donor who wishes to see recognition for the donor or an honoree to determine an appropriate form of identification of this recognition on a case-by-case basis.
- i. The Library will not accept real items that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.