

Hopkins County-Madisonville Public Library

Gifts and Appraisals Policy

Adopted: 7/15/2021

When possible, the Hopkins County-Madisonville Public Library System welcomes gifts of new and used books, audio recordings, videos, and similar materials. Items will be added to the collection in accordance with the materials selection policy of the library. Once donated, items become the property of the Hopkins County-Madisonville Public Library System and may be given to other libraries and other non-profit agencies, sold, traded, recycled or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The Library will only accept gifts with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of space considerations and the potential costs of cataloging and processing, the library must examine large gift offerings carefully before accepting them. In the case of such donations, HCMPL's director will determine whether they will be accepted.

The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible. Donors may choose to designate a monetary fund which focuses on a particular subject area or topic. For further information on this option, please contact HCMPL's director at 270-825-2680.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, law and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. The library board has the right to decline any gift to the library.

The following is a list of items that the Library is unable to accept:

- Textbooks
- Encyclopedias
- VHS videos
- Newspapers
- Books with missing covers or pages
- Books with damaged binding or pages
- Yearbooks
- Warped soft cover books