The Scott County Public Library welcomes the donation of books and other materials. Due in part to staffing, budgetary, and physical limitations of the library, not all materials donated will be added to the collection. Donated materials will be considered as possible additions to the collection and are subject to the same selection criteria used for the acquisition of materials. Donations not added to the collection may be sold to the benefit of the library. The library will accept materials only if the donation is made without stipulations on the part of the donor. Donated materials will not be maintained in collections or special areas if not in the best interest of the library. Materials will be interspersed within the existing collection as needed. Genealogical and local history materials will follow the same criteria.

Those patrons desiring a statement for tax purposes must state the value of the contribution. The library is not an appraisal agency and cannot assess the worth of gift materials.

**MONETARY DONATIONS**

The Scott County Public Library also encourages monetary donations in memory or in honor of individuals or groups. Materials or funds will be ordered or applied in keeping with the donor’s wishes if the request complies with the library’s guidelines. A memorial/honor form must be completed by the donor so proper acknowledgements can be sent to individuals or family members by the library.

The donor of any gift should understand that the library shall assume the complete authority over disposition of the gift and reserves the right to assign gifts wherever the need is greatest or to dispose of them in some other way if they don’t fit the library’s needs.
DONOR INFORMATION:
Name: __________________________________________________________________________
Address: _______________________________________________________________________
Phone/Email: ____________________________________________________________________

MEMORIAL/TRIBUTE INFORMATION:
Make your gift a memorial or tribute.

☐ In Memory of ___________________________    ☐ In Honor of ___________________________

ACKNOWLEDGEMENTS:
Send gift acknowledgements to the following individuals: (gift amount will be omitted)

Name: __________________________________________________________________________
Address: _______________________________________________________________________

Name: __________________________________________________________________________
Address: _______________________________________________________________________

Name: __________________________________________________________________________
Address: _______________________________________________________________________

DONATION:

CHECK    Enclosed is my gift of $______________________________ payable to Scott County Public Library

CASH    Enclosed is my gift of $______________________________

WILLED    Enclosed is my gift of $______________________________ with attached documentation