



SCOTT COUNTY PUBLIC LIBRARY



Gift and Memorial Policy

Revised: 11/2015

Reviewed: 11/2015

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.

Gift and Memorial Donation Form



SCOTT COUNTY PUBLIC LIBRARY



104 South Bradford Lane Georgetown, KY 40324 (502) 863-3566

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