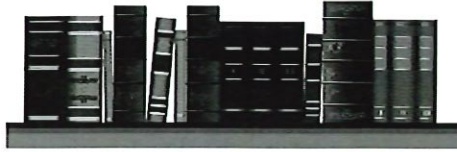


PHOEBE APPERSON HEARST LIBRARY  
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES  
GIFT MATERIALS POLICY

**PURPOSE**

To set clear guidelines for evaluation, acceptance, processing, and/or disposal of gift materials

**SOURCE**

Hearst Library Board of Trustees and Hearst Library Director

**POLICY**

- The Hearst Library welcomes gifting of materials in clean, usable condition
- All library staff are qualified to make decisions regarding acceptance of offered gifts
- All gifts immediately become the property of the library to manage, disperse or destroy as deemed appropriate by library staff, no conditional gifts or loans shall be accepted
- Gift material added to the collections will be retained based upon criteria used for acquisition of new material
- It is the sole responsibility of donors to place a monetary value on material gifts
- Library staff can, upon request, provide written acknowledgement of gifts to include number of items donated, but will not include a monetary value or a detailed list of titles

**PROCEDURE**

While the Hearst Library appreciates any and all public efforts of support in the form of gifts, it is important to recognize that an extensive investment of staff time and expertise is required in processing, storage and disposal of donated items. For that reason, the library reserves the right to accept or decline offered gifts based on the criteria listed below

- The following gift items will be welcome and greatly appreciated:
  - Adult and Young Adult Fiction: hardback and/or trade paperback
  - Adult Non-Fiction: hardback and/or trade paperback
  - Children's and Junior Fiction: hardback only
  - Lead and/or South Dakota history and/or local information books
  - DVDs and CD audio books in original packaging
- The following items **will not** be accepted:
  - Materials in poor condition
  - Outdated Materials
  - Reader's Digest Condensed Books
  - Harlequin Romance Novels
  - Textbooks
  - Encyclopedia

Approved by:

A handwritten signature in cursive script, appearing to read "Mary Revie".

Hearst Library Board of Trustees President

Revie and Revision Date: April 15, 2024

A handwritten signature in cursive script, appearing to read "Sarah Sheop".

Hearst Library Director

## PHOEBE APPERSON HEARST LIBRARY GIFT MATERIALS DONATION FORM

The Hearst Library welcomes gifts of materials in clean, useable condition that might be appropriate for the Library's collections. The Library reserves the right to refuse collections that are not in useable condition or obviously do not fit the established gift policies of the library. The Library makes no claims regarding the eventual placement or use of any donated property and reserves the right to use, reroute or recycle any materials at the sole discretion of the librarians. Once given to the Library, materials become the property of the Library to use, reroute or recycle as deemed appropriate. *(Phoebe Apperson Hearst Library Collection Management Policy, approved by the Phoebe Apperson Hearst Library Board of Trustees, May 12, 2011)*

I acknowledge that I have read and understood the relevant gift policy of the Hearst Library and that I willingly and freely give my gifts to the library for their use or disposal. I understand that it is my responsibility to place a value for tax purposes upon these materials and to satisfy any Internal Revenue Service reporting requirements.

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Print Name \_\_\_\_\_

Today's date \_\_\_\_\_

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Signature of donor \_\_\_\_\_

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Mailing address \_\_\_\_\_

City \_\_\_\_\_

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Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

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### FOR LIBRARY USE

# \_\_\_\_\_ Hardcover adult books

# \_\_\_\_\_ Paperback adult books

# \_\_\_\_\_ Audio CDs

# \_\_\_\_\_ Children's books

# \_\_\_\_\_ Commercial video cassettes

# \_\_\_\_\_ Commercial DVDs

# \_\_\_\_\_ Other (explain) \_\_\_\_\_

Date acknowledgement sent \_\_\_\_\_

Notes: