

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-404

First Adopted: May 15, 2017

Last Revised: April 19, 2021

Subject: Gifts and Memorials

Approved: Rollie Holden, Jr., Board Chair



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- a) Acceptance of gift materials is governed by the same selection criteria applied to other materials under consideration for addition to the collection. (PM-400)
 - b) The CDC shall exert final judgment on any material's potential addition to the collection, unless overruled by the Director.
 - c) Monetary or book or audiovisual donations made to RCLS may be used to supplement the RCLS collection. All gifts and memorials become property of RCLS at the time they are given.
 - d) No conditions may be imposed relating to a gift to RCLS except as provided for in PM-308.
 - e) Any materials submitted as a memorial for a specific individual(s) not chosen for addition to the collection may be reclaimed by the donor within ten (10) business days. If not reclaimed, these materials, and any other gift materials not approved for addition to the RCLS collection, are to be donated to a Friends group for inclusion of these materials in a book sale.
 - f) Special Memorial Collections may be established within any branch of RCLS but must first include a written agreement approved in advance by the Branch Manager or Branch Supervisor, CDC, and Director.
 - g) RCLS may choose to accept any items in new or gently used condition, meaning items that are still in the original packaging or those without any obvious damage. Examples of acceptable items include the following:
 - 1. Books, especially bestsellers and/or new releases (items with a recent publication date)
 - 2. Unabridged CD audiobooks, DVDs or Blu-rays, music CDs, and disc-based or Nintendo Switch video games
 - 3. Rare items of specific interest to our Historical Research Collection
 - h) RCLS does not accept damaged materials. Examples of additional unacceptable items include but are not limited to the following:

1. Encyclopedia sets or other dated reference materials
 2. Books with loose or broken bindings, yellowed or brittle pages, and/or torn/missing pages or covers
 3. Books with writing, highlighting, other marks on the pages, and/or covers or those with water damage or mildew/mold stains
 4. Items with noticeable odors, such as cigarette smoke, moth ball odor, or other musty odors
 5. Audiobook CDs, DVDs, Blu-rays, music CDs, or disc-based video games with excessive scratches
 6. Electronic resources such as eBooks, audiobooks, or other streaming or downloadable content due to current publisher licensing standards.
- i) Gifts of money may be accepted, provided any conditions attached thereto are acceptable to the Board.
- j) Gifts of property, art objects, portraits and other museum objects will be accepted only with the approval of the Board.
- k) Gifts of large amounts of money, real property, or stock may be donated to the Rutherford County Library Foundation.