

Nicholas P. Sims Library

Donation Policy

The Nicholas P. Sims Library greatly appreciates the generosity of donations and the monetary contributes that enhance our collection. However, to maintain a quality collection for the public, Sims Library has established guidelines for such donations.

Donated materials will be reviewed by staff for possible placement in the collection. Materials chosen for the collection will take approximately six weeks to process. Though a considerable amount of donations can be used at Sims Library, some materials cannot be accepted for reasons including, but not limited to:

- Duplicate of an item of which the library already has a sufficient number
- Outdated material lacking sufficient reference or circulating value to the library
- Textbooks, encyclopedias, or *Reader's Digest Condensed Books*
- Magazines, including *National Geographic*
- Items in poor condition

Materials not chosen for the collection will be sent to the Friends of Sims Library for the book sale. Due to storage limitations and the labor involved with processing donations, we must be selective of what will benefit the Library and the patrons most.

Material Donations

Sims Library will accept items that meet the following standards:

1. Books

Fiction and Non-fiction books must be no more than five years old. Books can be hardcover, paperback, or soft cover, but must be in good condition.

2. No Magazines

No magazines will be accepted. Exceptions can only be made with the personal approval of the Director. We have stopped taking National Geographic and other heavily pictorial magazines because they do not sell. We have no interest in back issues of magazines for our collection (to replace those lost or stolen).

3. Reference Sets

Reference Sets older than 10 years will not be accepted. Incomplete reference sets of any age will not be accepted.

4. CDs and DVDs

Compact discs, DVDs and videos in good condition or better, regardless of age,

will be accepted as long as they are in their original packaging. We cannot accept black box or no-box videos and DVDs.

5. No Artifacts

No artifacts can be accepted without the Director's approval. We cannot accept gifts of artwork, equipment, furniture, etc. except under very special circumstances.

Memorial Donations

A donor wishing to make a monetary donation for the purchase of books or audiovisual materials in memory or honor of a special person should fill out Sims Library accepts monetary donations for the restoration of the library and to purchase books and other materials to serve as memorials for family and friends.

- A Memorial for a child: \$18.50 - \$20.00
- A Memorial for an adult: \$25 and up

If you wish to make a Memorial Donation, please fill out the Memorial Form and return it to any Sims Library staff member.

Memorial Form

Nicholas P. Sims Library

Date: _____

515 W. Main St.

Staff Initial: _____

Waxahachie, TX 75154

Please Print

Name on Memorial: _____

Where to send card: (Complete Address and Zip Code Required)

From: (Complete Address and Zip Code Required)

Memorial Gifts

(Memorial cards will be sent for donations of \$10 or more)

Adult Book (Library's Choice) \$ _____
(\$25.00-\$34.00)

Children's Book (Library's Choice) \$ _____
(\$18.50-\$20.00)

Adult Book - Specific Request \$ _____
(\$35.00 and Up)

Children's Book - Specific Request \$ _____
(\$21.00 and Up)

Subject: _____

Subject: _____

Restoration Fund \$ _____

Elevator Fund \$ _____

Misc. \$ _____

Cash/Check # _____

_____ If you would like the recipient to be contacted in the event that the item(s) is removed from our collection please check here and every effort will be made to get in contact before the item(s) is removed.

PAYMENT MUST ACCOMPANY THIS FORM