

## **DONATION/MEMORIAL POLICY**

The Nicholas P. Sims Library greatly appreciates the generosity of donations and the monetary contributions 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 evaluated by the staff and, if appropriate, will be added to the collection. Otherwise, they will be passed on to the Friends of Sims Library for book sale or community distribution. If you wish that your donated materials be added to the library's collection, please inform us at the time of donation. Once materials are donated, they become the sole property of the library, and library staff will determine their disposition.

### **GUIDELINES FOR BRINGING IN YOUR DONATIONS:**

- Please bring your donations to the front desk during library hours. Items left outside or in the library drop box will be automatically discarded.
- Please bring your materials in boxes or bags that you can leave at the library.
- Please limit book donations to no more than two boxes worth of items.
- Call the library in advance if you wish to bring in a large number of boxes of donated materials.
- If you require a receipt, please complete a counting form before you come. Be sure to give the total number of materials you are donating in each category. We cannot assign a value to the materials.

### **WE HAPPILY ACCEPT THE FOLLOWING MATERIAL DONATIONS:**

- Hardcover and paperback books in good condition, including large print and children's books. Please make sure that items are of recent publication, no more than five (5) years old.
- Recent bestsellers
- Commercially recorded items (music CDs, DVDs, audiobooks on CD) in their original cases.

### **WE CANNOT ACCEPT THE FOLLOWING:**

- Items that are unhealthy to handle, dirty, moldy, smelly, chewed, wet, or otherwise damaged (general guideline: if you wouldn't give it to a friend, please don't give it to the library)

- Boxes that have been moved directly from long term storage to the library. Please make sure you have properly inspected your materials before donating them.
- Black box or no-box DVDs, CDs, or Audiobooks
- Books with missing covers or pages
- Outdated materials (old travel guides, etc.)
- Damaged Materials
- Encyclopedias, textbooks, or Reader's Digest condensed books
- Home recordings / unauthorized reproductions of materials
- Magazines or Newspapers
- No unbound or loose leaf donations may be accepted (including but not limited to genealogical materials)
- Reference sets that are incomplete or outdated (more than three (3) years old)
- Softcover books with crooked or twisted spines
- VHS tapes
- Cassette tapes
- 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.

Though a considerable amount of donations can be used at Sims Library, some materials cannot be accepted for reasons including, but not limited to the above list. The Library reserves the right to refuse materials that do not meet the above criteria or that the staff believes would not enhance the library's mission.

### **MEMORIALS AND HONORARIUMS:**

The Nicholas P. Sims Library encourages monetary donations for the purchase of materials for memorials and honorariums. A memorial for a child's book or adult book may be selected and a bookplate, inscribed with the name of the person being remembered and the name of the presenter, will be attached to the item. The presenter may request a specific subject matter, preferably in very general areas, such as gardening, history, etc.

The Library will acknowledge the receipt of memorials and honorariums by sending a notice to the donor and a letter to family members or friends of the person being remembered or honored.

If you wish to make a Memorial Donation, please complete the Memorial Form and return it to any Sims Library staff member. Please enclose names and addresses of persons to be notified.

Memorial Forms may be picked up at the Circulation Desk or are located on our website:  
<http://www.simslib.org>

Other financial donations may be made payable to the Library (designating building fund, etc.) or to the Friends of Sims Library. All monetary donations are tax exempt.

**DESELECTION AND RETURNING OF MEMORIALS AND HONORARIUMS:**

According to Nicholas P. Sims Library's policies on collection development, occasionally library materials are removed from the collection for various reasons. Donated materials given to the library that are designated for deselection will be offered to the person or family of the person being remembered or honored, or to the donor(s) of the materials, as indicated on the Memorial Form submitted to the library. Otherwise, any memorial or honorarium material not returned to said persons will be subject to the library's policy for all deselected removed library material.

Original: Unknown

Revised: March 2016

Reviewed: 2017, 2023, 2024, 2025

Approved by the Library Board of Trustees



**NICHOLAS P. SIMS LIBRARY**  
**MEMORIAL FORM**

Please Print

Date: \_\_\_\_\_

Staff Initial: \_\_\_\_\_

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)

Material for Library's Main Branch    Book Mobile Books (Library's Choice)

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

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

\$ \_\_\_\_\_ Children's Book (\$18.50-\$20.00)  
\$ \_\_\_\_\_ Adult Book (\$25.00-\$34.00)

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

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

\$ \_\_\_\_\_ Children's Book (\$21.00 and Up)  
\$ \_\_\_\_\_ Adult Book (\$35.00 and Up)

Subject: \_\_\_\_\_

Subject: \_\_\_\_\_

Subject: \_\_\_\_\_

Restoration Fund \$ \_\_\_\_\_

Friends of Sims Library \$ \_\_\_\_\_

Misc. \$ \_\_\_\_\_

Book Mobile Maintenance. \$ \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Cash

Check (#) \_\_\_\_\_

Credit \_\_\_\_\_

Online \_\_\_\_\_

\_\_\_\_\_ 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.

Original: Unknown

**PAYMENT MUST ACCOMPANY THIS FORM**

Revised 2023

Approved by Library Board of Trustees

Please have this form completed when you bring your donations to the library. We will provide a gift/donation receipt based on this form:

| <u>Material Type</u>              | <u>Description</u>  | <u>Total</u> |
|-----------------------------------|---|--------------|
| Adult Materials:                  | Hardcover Books, Trade Paperbacks*, Large Print, Audio Books (Books on CD), Music CDs, DVDs |              |
| Mass Market Paperbacks**          |   |              |
| Children's Material (A)           | Hardcover Books, Audio Books (Books on CD), Music CDs, DVDs                                 |              |
| Children's Material (B)           | Board or Paperback Books  |              |
| Total Number of Donated Materials |   |              |

\*Trade Paperbacks are bigger than other Mass Market Paperbacks and usually of better quality. (For Example: most paperback books in the Christian Fiction Section of the Library are Trade Paperbacks)

\*\* Mass Market Paperbacks are paperback books generally measuring approximately 4 ¼" x 7 ½" or smaller.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff accepting donation: \_\_\_\_\_

*Disclaimer: Staff cannot assign a value to donated materials.*

Original: November 2017  
Reviewed: 2023, 2024, 2025  
Approved by the Library Board of Trustees