

GIFTS AND DONATIONS TO ST. JOSEPH PUBLIC LIBRARY POLICY

The Board of Trustees actively encourages and solicits gifts, grants, and contributions to the St. Joseph Public Library (SJPL) which will further its mission and goals in serving the public. Financial gifts that are intended for the purchase of specific items, subject areas, or are in other ways designated, should be negotiated through the appropriate branch manager, library administrative assistant, or library director.

SJPL welcomes books and archival materials that fall within the scope of its collecting activities and will enhance the strengths of its collections. Gifts of materials are accepted with the understanding that, once received, they are owned by the library. SJPL reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use or deaccession.

All materials and gifts shall be subject to the same procedural consideration that is utilized when considering an item for purchase. Specific donations shall be considered with the explicit understanding that such factors as physical condition of the material, duplication of material, lack of community interest, processing costs, or inadequate space may prevent the addition or permanent retention of an item in the collection. SJPL accepts donations with the understanding that the deaccession of any material the library cannot add or retain in the collection will be as the library deems appropriate.

Accepted items will be added to the collection and housed at the St. Joseph Public Library, to be available for use, and to be administered in accordance with SJPL's policies.

Special Collections and Archives reserves the right to duplicate, digitize, and make copies for the purposes of preservation, regardless of the copyright status of the item(s) per 17 U.S. Code § 108 – Limitations on exclusive rights: Reproductions by libraries and archives.

DEED OF GIFT/DONATION FORM
for Items Added to the Collection

Donor Information

Name(s) of donor(s): _____

Address: _____

Phone: _____ Email: _____

Description of Item(s):

This deed of gift testifies to the agreement of the donation of materials between the St. Joseph Public Library and the Donor:

I understand that my donations may be kept in separate collections, or in different areas of the archive. Although avoided where possible, they may be subject to deaccession from the collections at the discretion of SJPL, in keeping with the collections policy. In the event of deaccession, the donor will be contacted at the address provided above for a return of material. I understand that any deaccessioned material which is not returned to the original donor will be disposed of.

The Donor(s)' signature below evidences that Donor accepts the terms stated herein and transfers ownership unconditionally to the St. Joseph Public Library.

I, the undersigned Donor, permanently donate the above described material.

Donor signature(s): _____

Date: _____

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- ☐ These items were donated anonymously
- ☐ The donor declined to provide their information

Librarian Signature: _____ Date: _____