

Gifts to the Library

General

The Du Quoin Library is grateful for gifts, and its collection has been enriched by donations of materials as well as financial contributions. Through donors, the library has been able to acquire materials that could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by a donor.

Books and Audio/Visual Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Of the many books and other materials which citizens so generously give, a considerable proportion can be used in the library collection. In some instances gift materials cannot be used in our collection. They may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Du Quoin Public Library accepts gifts with the understanding that items that are useful to the library collection will be retained and other items disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Memorial Gifts

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is available and may be completed.

Art Objects and Realia

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Trustees.

Money, property, stocks, etc.

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or on a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director in conjunction with the Board of Trustees.

Recognition of Gifts

For memorial books to the library, the library may place within the book the name of the donor. Audio-visual materials, equipment and other items may have a recognition plate attached if the items format allows such attachment.