



BLOUNT COUNTY
PUBLIC LIBRARY
Learn and Together

Approved Date: 02/10/2026

Date of Creation: 08/2007

Signed: _____

Hugh G. Brakebill

Gift Policy

APPLICABLE TO: This policy applies to all individuals and organizations making gifts or donations to the Blount County Public Library (BCPL) and outlines the terms under which the Library may accept and manage those gifts.

DEFINITIONS:

- **Gift/Donation:** Any voluntary transfer of money, materials, property, or other assets to the BCPL without expectation of compensation.
- **Monetary Gift/Donation:** A gift of cash, checks, stocks, securities, bequests, trusts, endowments, or other financial assets.
- **Non-Monetary Gift/Donation:** Physical or tangible items such as library materials, equipment, or property.

PURPOSE: The purpose of this policy is to establish clear guidelines for the acceptance, management, and disposition of gifts made to the Library.

POLICY STATEMENT: The BCPL welcomes and encourages gifts that support its mission, programs, services, and collections. Donations of materials, monetary gifts, and other assets are accepted in a manner consistent with the Library's goals, professional standards, and applicable laws. All gifts are accepted with the understanding that they become the property of BCPL and are subject to the Library's policies governing collection development, access, use, and disposition.

BCPL accepts the donations in accordance with its Collection Development and Weeding Materials Policy (<https://www.blounttn.gov/2009/Policies>). Donations to the BCPL in formats/mediums that are not typical to the library's collection may also be accepted at the discretion of the Library Director, who reserves the right to decide if a gift of materials meets the same guidelines that are applied to purchases.

BCPL also accepts monetary donations. Donors of stocks, bequests, insurance policies, trusts, endowments, and real/personal property will meet with the Library Director, a member of the Board of Trustees (BoT), and a member of the Foundation for the Blount County Public Library

(the Foundation). The Foundation is a 501 (c) (3) non-profit corporation with broad, flexible investment capabilities and resources made available to the Library for capital projects.

ACCEPTANCE OF GIFTS

The authority to accept gifts rests ultimately with the Board of Trustees of the Blount County Public Library (BoT). For monetary donations of \$10,000 or less, library materials, and equipment, the BoT allows the Library Director to exercise judgment in acceptance of these gifts.

All gifts accepted by the Library are subject to the following general conditions:

- The Library retains unconditional ownership of the gift.
- The Library makes final decisions on the use or disposition of the gift.
- The Library reserves the right to determine the conditions of display, housing, and access to the gift and is unable to accept gifts with restrictions or special conditions.
- The Library reserves the right to make a donation available electronically if applicable and if available due to copyright or other legal factors.
- The Library reserves the right at all times to dispose of any gift without notifying the donor. Gifts not added to the library collection shall be forwarded to the Friends of the Blount County Public Library (FOL) or the BCPL Foundation for their disposition at a future sale or fundraiser.
- The Library will not be responsible for the value appraisal of non-monetary gifts for income tax purposes.
- The donor will assume all costs associated with packing or shipping the material to the Library.

GIFT AGREEMENT

Prior to a gift being accepted, the Gift policy will be provided to the donor, which includes the Grant of Gift form. Should the donor choose to sign this form, two copies shall be made, one for the donor's records and one for the Library, to be accessible and filed in the Executive Administrative Assistant's office.

CRITERIA FOR ACCEPTANCE OF LIBRARY MATERIALS

Library materials will be added to BCPL's collection only if they meet collection criteria established by the Library staff and approved by the BoT in the **Collection Development and Weeding Materials Policy** (<https://www.blounttn.gov/2009/Policies>). Typically, textbooks, instructional aids, and single-copy periodicals are not accepted. The Library Director must approve the donation of continuous issue-by-issue subscriptions of periodicals.

APPRAISALS AND TAX RECEIPTS

In keeping with professional guidelines and Federal law, the Library does not provide appraisals of materials for donors. Appraisals are done at the donor's expense.

If the donor requests tax receipts, they will be issued for *monetary gifts* of \$100 or more. Tax receipts will only indicate the number of items donated and their condition.

LISTS OF DONORS AND DONATED MATERIALS

The Library does not maintain or provide itemized lists of donations.

ACKNOWLEDGEMENT

The Library will acknowledge every monetary donation.

POLICY REVIEW: To be reviewed every two years.

POINT OF CONTACT: The Board of Trustees Secretary is the point of contact for this policy.

Blount County does not discriminate based on race, color, or national origin in federal or state-sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).

Grant of Gift to the Blount County Public Library

I, _____, hereafter referred to as the Donor, hereby give, donate, and convey to the Blount County Public Library (BCPL) all rights, title and interest in and to the following described property:

In making this gift, it is my purpose and intention to vest in BCPL all the incidents of absolute ownership of the above-described property, and any additional papers, materials, or other property that I donate in the future, are subject to the following terms and conditions:

- 1. **TITLE**
Title to the above-described property, and any additional papers, materials, or other property that I may send from time to time in the future, shall be passed to BCPL as of the date of receipt of said property.

- 2. **ACCESS**
I understand that BCPL reserves the right to determine the conditions of housing, display, and access to any papers, materials, or other property so donated, in accordance with its regulations and policies governing its holdings and access to them.

- 3. **COPYRIGHT**
I hereby give, donate, and convey to BCPL all literary, artistic, and intellectual property rights. In the unpublished materials that have been given or that may later be given by terms of this instrument to BCPL, including, without limitation, the right to reproduce, adapt, publish, perform, or publicly display said material.

- 4. **DISPOSITION**
I understand that any portion of the papers, items, and other property donated to BCPL by terms of this instrument that are not retained will be forwarded to the Friends of the Blount County Public Library (FOTL) or the Foundation for the Blount County Public Library for their disposition at a future sale or fundraiser. If these support agencies cannot use these items, then they will be disposed of in a manner consistent with County and/or State policy regarding publicly owned materials.

Signed: _____
Name Date

Acceptance: The Blount County Public Library

Director Date

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