

## Gift policy of the Hoover Historical Society

Thank you for your interest in supporting the Hoover Historical Society! Your gifts enable us to provide the best resources to develop and enhance the Historical Society's collection.

The Society accepts donations of items in print or in media format including books, journals, video and sound recordings, and other similar objects relating to the history and heritage of Hoover. In addition to these types of items, the Society Collection also accepts such archival materials as manuscripts, photographs, and maps.

Each item is reviewed for significance to the Collection, using the following guidelines:

- The donor must schedule an appointment and meet with the Archives committee for discussion of the potential collection.
- Gifts of physical items must be accompanied by a list of titles and a brief description of the potential donation, including size, type, subject matter, and age and condition of the materials.
- Accepted materials become the property of the Hoover Historical Society and added to the collection.
- The Society does not accept materials with restrictions regarding housing, access, processing, or markings. However, we will make every effort to accommodate donor requests.
- Duplicate items or those not meeting collection development policies, will be disposed of to find a suitable place for them.

These are materials not sought by the Society:

- Textbooks
  - General encyclopedias
  - Review copies and galley proofs
  - Mass-market paperbacks
  - Popular magazines, either bound or unbound
  - U. S. Government Publications
  - Materials in poor condition, especially if they show signs of mold or mildew
  - Electronic materials requiring dated software or materials to use.
  - Materials which might cause the library to be liable for copyright infringement (illegally copied print, audio, or video)
- The Society furnishes the donor with appropriate acknowledgment and descriptions of materials. However, the Society, prohibited by federal law, cannot provide monetary appraisals of physical gifts. Should you have questions about tax deductions, we suggest that you consult your personal tax advisor.
  - Arrangements for delivery of donated materials must be made on an individual basis.

If you would like more detailed information about donating materials, please contact the Society's Collection personnel.

**Your interest in our collection is greatly appreciated.**