



JERVIS PUBLIC LIBRARY

Materials Donation Policy

Thank you for thinking of the library. Well-intended patrons who leave unusable materials for us to handle create a great deal of work for the library's limited staff. Please bear in mind the following:

- The library is not permitted to place a value on donations for tax purposes.
- The library cannot accept unusable materials. These include outdated, condensed, musty, moldy, yellowed, soiled, and damaged books. *Most magazines are not accepted, except as listed below.* Very specialized materials, such as technical journals, are not accepted.
- Donations of duplicate materials are accepted only if in heavy demand.
- The library reserves the right to determine what shall be done with *all* donated materials. *Some will be returned to the donor.* Some may be added; some shared with other libraries; some sold in our book sale to acquire funds to purchase new items; some offered free to the public from the "recycling" bin; some discarded.
- *Your name, address, and telephone number are required with all materials donations in the event we must return materials to you.*

MAGAZINES ACCEPTED (Most Recent 2 Years Only)

<i>America</i>	<i>Mother Earth News</i>	<i>Readers Digest (Not LT)</i>
<i>Atlantic</i>	<i>Monthly Motor Trend</i>	<i>Scientific American</i>
<i>Business Week</i>	<i>Nation</i>	<i>Sports Illustrated</i>
<i>Christian Century</i>	<i>National Geographic</i>	<i>Time</i>
<i>Commonweal</i>	<i>Nation's Business</i>	<i>U.S. News & World Report</i>
<i>Vital Statistics</i>	<i>Consumer Reports</i>	<i>N.Y. History</i>
<i>Current History</i>	<i>New York Times Upfront</i>	<i>Harpers</i>
<i>Newsweek</i>	<i>Kiplinger's Personal Finance</i>	<i>Popular Mechanics</i>
<i>Money</i>	<i>Popular Science</i>	<i>Congressional Digest</i>
<i>N.Y. Genealogical & Biog. Rec.</i>		

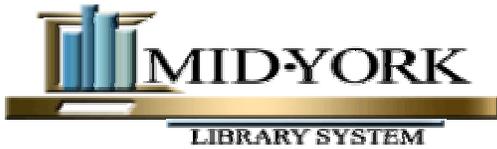
GIFTS

Gifts of private dollars to Jervis Library Association provide essential augmentation to public tax dollar support. They absolutely make the difference between an ordinary library and an extraordinary one.

The library is a 501(c)3 tax exempt non-profit educational institution. Donations are tax deductible to the extent provided by law.

Below is a brief summary of the ways in which you may help your library remain strong. For more information please contact the library at (315) 336-4570, write to the Director at 613 North Washington St. Rome, NY, 13440-4296, or inquire by email using our online [comment form](#).

Please consider **naming the library as a beneficiary** in your will or as the beneficiary of the proceeds from a trust or life insurance policy. For these types of bequests, please consult your attorney or tax advisor.



Contributions to meet particular needs may be made by consulting the library's **Needs List**. [Click here](#) to view the Needs List online, or request a copy by contacting the library.

Many people choose to give **donations "in honor of" or "in memory of"** family, friends, or others whom they admire. These gifts memorialize a loved one, or celebrate occasions such as birthdays, graduations, anniversaries, recovery from illness, or birth of a child. During the course of each year, the "In Memory of," and "In Honor of" programs provide a very welcome boost to book, materials, and furnishings budgets, which are never enough, while commemorating and honoring loved ones. Visit the library to make an "in honor of," or "in memory of" gift, or contact the library and request a donation envelope.

Library supporters may also help the library purchase new materials by participating in the **Endless Gifts** program. For each \$25 donated, a book or other item is giftplated so that those using the item know who helped sponsor its purchase. Endless Gifts are used exclusively to acquire books, spoken word tapes & CDs, music CDs, DVDs or VHS tapes, as specified by the donor. Visit or contact the library for details.

Hundreds of individuals, businesses, and organizations annually **join the Jervis Library Association** at levels ranging from \$10 for seniors to over \$1,000 at the Major Benefactors level. There are particular benefits that accrue to those who become Major Benefactors about which you may learn by contacting us. You may request the Association membership letter with application via email, a call, or at the public desks the next time you are in the library.

Donations of books and other library materials must meet Jervis' Collection Development and Materials Selection Policies criteria, in order to insure that any used or new physical items donated are useful for our patrons. Before bringing items to the library, please be sure to first consult our [Materials Donation Policy](#).

Gifts to Jervis Library are gratefully received and judiciously expended. We hope that the generosity of library supporters will continue and grow in the years ahead. There is always a great deal to accomplish.