



DONATION OF MATERIALS TO THE LAW LIBRARY

Submission Form and Policy

Donations of materials to the collection of the Hamilton County Law Library can play an important role in helping HCLL to fulfill its mission. The Library welcomes collection donations that enrich and expand its resources. This document provides guidance for both the Library and potential donors.

The Law Librarian coordinates donations of collection materials. In accepting a donation, the Library cannot undertake substantial commitments to process and store items that it does not need. Therefore, the donor and the Library mutually agree that the Library will administer the donation in good faith, adding to its collection those titles that it can effectively use and disposing of others in a responsible and fair manner.

When a donation of materials is made for the collection it becomes the property of the Library and we will determine how to best make use of the materials both now and in the future.

We cannot appraise gifts for tax purposes. If requested, we can acknowledge receipt of donated materials with a form letter indicating the quantity and type of materials donated. However, if you want to have a receipt for the actual value of the materials, you will need to have an outside evaluation done prior to donation.

My signature below indicates that I have read and agree to all of the terms of the HCLL donation policy. If I desire a letter acknowledging receipt of the materials, as described in the paragraph above, I have included my mailing address.

Name: _____

Donor's signature: _____

Organization (if applicable): _____

Address: _____

Phone: _____

A brief description of the donated collection materials and their quantity:
