

**SOUTHERN CALIFORNIA GENEALOGICAL SOCIETY
PROCEDURE
Library Collection Donation**

INTRODUCTION

Individuals and societies frequently chose to donate materials to the Southern California Genealogical Society's Library Collection.

PURPOSE

- To describe the process of donation.
- To describe the disposition of the material(s).

DONATING MATERIALS TO THE LIBRARY

Prior to donating materials to the library, the donor is advised to contact the library to see what materials are being accepted. All materials accepted must be brought or sent to the library by the donor or his/her representative.

Beginning September 2021 the library IS ACCEPTING:

- Books of genealogical interest
- Electronic family histories
- Computers or other electronic equipment no older than 5 years

Beginning September 2021 the library IS NOT ACCEPTING:

- Periodicals
- Any type of loose papers or sheets put in 3-ring binders

LISTING OF DONATIONS

When multiple items are being donated, the donor must supply the library with a listing of all materials in an electronic, typed, or hand-written form.

The following statement appears on the donation form and applies even if the donor does not wish to receive a receipt:

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Your donation is hereby acknowledged with thanks and appreciation. It is understood that your acceptance of this receipt indicates transfer of ownership, free and clear of encumbrances, to the Southern California Genealogical Society for any beneficial use determined by the Society. This includes disposition of the donated items should they now be or later become surplus to the Society's needs. Items may be donated to a public library or other genealogical society or sold as duplicate material to raise money for SCGS. SCGS is a 501(c)(3) tax exempt organization and the value of your donations may be tax-deductible. Consult your tax advisor. The Society herein acknowledges that you did not receive anything of value in exchange for your gift.

LIBRARY PROCESSING OF THE DONATION(S)

The donation form is filled out. The Original is filed in the "Contributions" binder, one copy is given to the Donor, one copy is attached to the donated item(s), and one copy is placed in the Treasurer's drawer.

SUBSEQUENT ACTIONS BY THE APPROPRIATE COMMITTEES

LIBRARY BOOK COMMITTEE: Books are reviewed to see if 1) they should be added to the library collection and put in the catalog, 2) be put into duplicate books to be sold or 3) given to other entities, such as a public library. Then the items are appropriately processed.

IT COMMITTEE: Any electronic equipment or files are evaluated and placed in appropriate use or disposed of.