

## GRACE PRESBYTERIAN CHURCH

### LIBRARY GIFTS POLICY

**Donations of cash\*** for the purchase of material for the Church Library in honor or in memory of someone are always welcome. The Librarian will work with the amount of your gift to choose material for the collection based on the guidelines of the **Material Selection Policy**. Here is the information the Librarian will need from you:

- Specify that the gift is designated for the Church Library
- Indicate whether the gift is for a memorial or honor
- Indicate in whose name the gift is being made, using the form appropriate for a gift plate and acknowledgment card
- Indicate the name and address of the person or persons to be notified of your gift
- Any suggestions on the material to be chosen, such as mission, theology, Christian education, pastoral care, poetry, fiction, Christian life, etc.
- Make checks payable to Grace Presbyterian Church and place in the offering plate or mail to:

Grace Presbyterian Church, Attn: Librarian, 5500 Mansfield Rd., Arlington, Texas 76017

The Librarian will advise the family of the person memorialized or the person who is being honored of the receipt of your gift. Of course, you are always welcome to discuss with the Librarian the donation and choices of material personally.

**Donations of books, periodicals, or CD's or Video's are welcome, also.** We do like to know who is making the donation, so if you drop the material when no volunteers are present, please enclose your name, address and the date you brought your donation. If it is important to you that gift plates be placed in the books or on the CD's, or DVD's, please let us know at the beginning. Remember, please that the material will be evaluated based on the **Material Selection Policy**.

Material not retained is passed along to other church libraries, to Friends of the Arlington Public Library for their semi-annual book sales or placed in our "give away" box.

The librarian processes donated material as time permits, but first priority for cataloging and classification is newly purchased material. We are very grateful, however, for some outstanding gift collections that have been received in the past that have added immeasurably to the depth and breadth of the Grace Presbyterian Church Library.

\*Also, see the **Library Fund Policy**

Reviewed Jan. 2011

