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## SECTION 7: SUPPORTING OUR LIBRARIES

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The Austin County Library System is grateful for gifts, and its collection has been enriched by donations of materials as well as by contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

### 7.1. Books, DVDs, and Periodicals

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used.

### 7.2. Gift Book Program

The Library welcomes monetary contributions specifically for book purchases in memorial to, or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is used and should be completed. Accepted gifts will be honored in our gift remembrance book.

### 7.3. Receipts

The library cannot appraise the value of a donation of materials. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

### 7.5. Volunteering

The Austin County Library System welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Applications are available at both branches of the Austin County Library System (Attachment 10).

Volunteers may be used for special events, projects, and activities, or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and

# Austin County Library System Policy Manual

January 2023 Revision of November 2009 Court Order# 09-535

Approved by: Austin County Commissioners' Court

The following policies govern how we use our library.

volunteers will not be used in place of hiring full- or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.



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**Austin County Library System**

Knox Memorial Library Phone:

979-478-6813

West End Library Phone:

979-357-4434

**VOLUNTEER APPLICATION**

Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

You must be at least 12 years of age to volunteer. Volunteers under age 18 years of age must have a parent/guardian complete the consent section of this application.

Are you 18 years old?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you a student?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Emergency Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Have you ever been convicted of or pled guilty to or pled no contest to or received deferred adjudication or received any kind of suspended sentences for or paid any fee or fine for any crime, including any felonies or misdemeanors?

Yes  No

If yes, please explain:

Your signature indicates that you understand that there is no compensation for volunteer services at West End Public Library.

\_\_\_\_\_  
Volunteer Applicant Signature

\_\_\_\_\_  
Date

**Parent/Guardian Consent (for volunteers under age 18)**

I give permission for the above applicant to volunteer at West End Public Library. If you need to reach me, my phone number is

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date