

The Guntersville PUBLIC LIBRARY

Frequently Asked Questions and Donation Policy

Do you provide faxing services?

Yes! We now provide faxing services. \$2 for the first 5 pages and 0.50 for every additional page. We also offer the ability to scan a document to an email address.

Do you have a Notary Public?

No. However, most banks and attorney's offices provide this service.

Do you provide tax forms and/or tax services?

Tax Forms: We do provide federal and state tax forms, however, we never know when they will be sent to us. Typically, federal forms arrive in early February and state by March, but this is not guaranteed.

Tax Services: Library staff are prohibited from providing any kind of tax filing services or advice. Currently, Marshall County RSVP does provide tax help.

Do you have legal forms?

We provide our patrons access to [Gale Legal Forms](#)

Can I renew materials?

We now offer automatic renewals. As long as your material is not on hold, it will automatically renew twice, for up to 6 weeks. Our mobile app, [Librista](#), is the most efficient way to access your library account too see due dates and holds. Once downloaded, login in with your library card number and pin number that you selected when you applied for a library card. You should be able to renew any material that is not on reserve or overdue. You may also call the library at 256-571-7595 to request renewal of materials.

Do you give out recycle bags?

Yes, you may pick these up at the front desk.

Donation Policy

The Library gladly accepts the donation of books and other items with the understanding that the Library may do with them as it sees fit.

Donations accepted for the collection become the property of the Guntersville Public Library. Donated materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library. Typically, this means they will either be given to the Friends of the Library to be sold in the book store or biannual book sales, or they will be recycled by the City of Guntersville. Upon receipt of donated materials, a receipt is given to the donor acknowledging the donated items, if requested. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

For the health and safety of our staff, we cannot accept any material that is damp, moldy, or excessively dusty.

We accept:

Hardbacks and paperbacks

DVDs

Current magazines (past 3 months)

We cannot accept:

Encyclopedias

Dictionaries

Textbooks

Cookbooks older than 5 years

Magazines older than 3 months

VHS's or cassette tapes

Any material donated to the Library that is in poor enough condition that is deemed best to be placed in the trash may not be included the giver's donation count. This includes materials that are wet, moldy, dirty, or have bugs/animal droppings.