

Subject: Gifts

Purpose:

To set forth a procedure for accepting gifts of books and monetary donations to the library.

Policy:

The Montgomery-Floyd Regional Library welcomes gifts of new and used books, audio books, DVDs, other media and similar materials. Once donated, items become the property of MFRL. They will be added to the collection in accordance with the collection development policy of the library or may be given to other libraries and non-profit agencies, sold, traded, or discarded. Items not accepted include but are not limited to magazines, old encyclopedias, textbooks, items in extremely poor condition and Reader's Digest condensed books. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. The Library will not provide an itemized list of donated items.

Monetary gifts for the collection are particularly welcome. Unless otherwise specified, funds donated will be used to purchase items in accordance with the Collection Development Policy. Donors may request special memorial and honorary bookplates and/or family notification. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Large bequests or donations of equipment, real estate, stock, artifacts, works of art, collections, etc., may best be handled by the Montgomery-Floyd Regional Library Foundation or the Jessie Peterman Endowment. If donated to the library, the Library Board of Trustees will determine their suitability to the purposes and needs of the library.

Attachments:

- Receipt of Donated items form
- Donation form

References: None

Approval:

Montgomery-Floyd Regional Library Board of Trustees
July 18, 2001; revised May 21, 2003; December 13, 2011.



December 13, 2011

Date

Ann-Margaret Shortt, Chair

Donation Form

Branch _____

Dollar amount or title or subject of donation _____

Name and address of individual making donation:

Name and address of individual to be notified of donation, if any:

Bookplate Yes _____ No _____

Inscription on bookplate:
In memory of _____
In honor of _____

✦
Received by: _____ Date: _____

Thank you sent by: _____ Date: _____

Books ordered: _____

Date to Director: _____

- Directions:
- o Send check (if applicable) and copy of form to Administration Office
 - o Send completed form to the Director with copies of all letters
 - o Send copy of form with book to Acquisition Manager



Montgomery-Floyd Regional Library

Receipt for Donated Items

Date: _____

Name _____

Number of Hardback books _____

Address _____

Number of Paperback books _____

Number of Other _____

Staff signature _____

THANK YOU

Montgomery-Floyd Regional Library

Receipt for Donated Items

Date: _____

Name _____

Number of Hardback books _____

Address _____

Number of Paperback books _____

Number of Other _____

Staff signature _____

THANK YOU