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.

Donated items may be added to the collection in accordance with the MFRL Policy 201: Collection Development; 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 Floyd County Library Building Fund, Inc. 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: MFRL 201: Collection Development

Approval:

Montgomery-Floyd Regional Library Board of Trustees
July 18, 2001; revised May 21, 2003; December 13, 2011; reviewed February 15, 2017, September 19, 2018; January 24, 2024.

January 24, 2024 ____________________________
Date Gunin Kiran, 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