

**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



## Montgomery-Floyd Regional Library

### Receipt for Donated Items

Date: \_\_\_\_\_

Name \_\_\_\_\_

Number of Hardback books \_\_\_\_\_

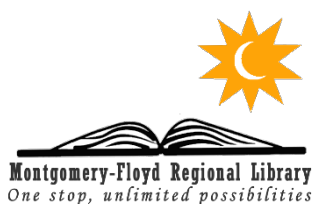
Address \_\_\_\_\_

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 \_\_\_\_\_

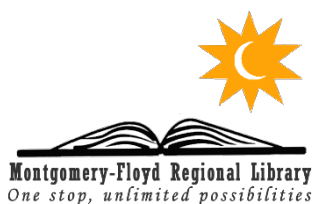
Address \_\_\_\_\_

Number of Paperback books \_\_\_\_\_

\_\_\_\_\_

Number of Other \_\_\_\_\_

Staff signature \_\_\_\_\_



# THANK YOU