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## DONATION POLICY

### MONETARY DONATIONS

Gifts of money or bequests are welcome as a means of augmenting Library revenue. Conditional gifts are accepted if the stipulations are acceptable to the Library Board. Although donors may suggest that their funds be used to purchase specific titles or materials in particular subject areas, the Library reserves the right to select titles that will enhance the library's collection and meet the criteria of the Materials Selection Policy.

The donor will determine whether a gift is given to the Library or the Bartlett Public Library District Foundation, a 501(c)3 organization.

### TRIBUTE GIFTS

Gifts may be made in honor of the memory of a loved one. The Library places an appropriate bookplate in each book purchased from funds.

### BOOK AND AUDIOVISUAL DONATIONS

The Library reserves the right to decide whether books and audiovisual materials should be added to the Library collection. Some materials cannot be used because they may be:

1. A duplicate of an item of which the Library already has a sufficient number.
2. Outdated.
3. In poor condition.
4. Of a specialized nature and not within the collection development policy of the Library.

If donated books and other materials are not used, these items may be donated to the *Friends of the Library* and sold at their book sales. Over the years, the *Friends* have made numerous donations to the Library from the proceeds of their sales.

### OTHER DONATIONS

Donations of items such as paintings and other art objects, computers, and various pieces of furniture and equipment are often not suitable for Library use. Each object will be evaluated as to its suitability for the Library. The Library will not accept any item that is not an outright gift, nor will the Library accept any objects or materials with the stipulation of periodic or permanent display. Gifts accepted by the Library may have identification attached to them, which acknowledges the donor. The Library will create any such identification.



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## **USE OF DONATED OBJECTS AND MATERIALS**

All gifts are accepted with the understanding that the Library cannot keep them indefinitely. The Library cannot commit itself to permanently housing a donation. Of course, no donation will be disposed of in a careless manner.

## **INCOME TAX STATEMENTS**

Donations to the Bartlett Public Library District or the Bartlett Library District Foundation are tax deductible to the extent allowed by law. The Library cannot assess the value of a non-monetary donation. It is the donor's responsibility to determine the value of the donation or use an independent appraiser to do this for them. A donation form is available that can be completed for the donors records.

## **READING CLUB**

Donations of items to be used as reading club incentives must meet the following criteria:

- The item must be a free gift for the recipient without any stipulations.
- The prize should be age-appropriate and of interest to the recipient.
- Any vendor marketing should not overshadow the goal of the program.
- It is at the discretion of the Library to accept or reject any prize donations.

## **GIFT DONATION TERMS (*ONLY NECESSARY TO COMPLETE FOR CERTAIN DONATIONS*):**

1. I hereby give, grant and convey, finally and completely and without limitation, condition or reservation the material(s) described on the face of this form transferring all legal title to the Bartlett Public Library District and its successors. By signing this form, I convey to the Bartlett Public Library District physical possession of the materials(s). Copyrights, present and future, pertaining to the materials(s) are assigned, permanently and forever to the Bartlett Public Library District if I am the owner of that right.
2. I hereby certify that I am the true, rightful and legal owner or the agent with full authority thereof, of the materials(s) listed and none are subject to any mortgage, security, interest, pledge, lien, tax claim or assessment, conditional sales or consignment agreement or any other encumbrance.
3. As stated in the Bartlett Public Library District Donation Policy, due to the limited space, the Library cannot promise the permanent display of any material(s).
4. Gifts to the Bartlett Public Library District may be deductible from taxable income in accordance with the provisions of the Federal Income Tax Law. Please consult your accountant in regards to these matters.



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**Bartlett Public Library District  
Gift Donation Agreement**

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Materials and Description

The following item(s) have been donated by: \_\_\_\_\_

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*By signing below, I have read and agree to the Gift Donation Terms.*

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

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

\_\_\_\_\_

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

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Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_