

# Gifts and Donated Items Policy

Hawkins Memorial Library welcomes gifts of library materials, money, or real property. These gifts help enrich and improve public library resources. Terms of this agreement are to insure the broadest and most effective fulfillment of that goal.

- Gifts become the property of Hawkins Memorial Library.
- Disposition of gifts is at the discretion of Hawkins Memorial Library.
- Gifts must be legally owned by the Donor and free of liens or claims.
- Memorial books or other library materials may be donated in honor of a friend or relative, and marked with a special bookplate.
- The Library Director must approve items other than collection materials and services before being brought to the library and will have final say of all donated material.
- Used books, paperbacks, DVDs, and audios can sometimes be used in the library's collection. Items not needed by the library will be used for resale or disposed of.
- All appraisals of value will be the responsibility of the Donor. Contributions of all objects and money are tax deductible within limits prescribed by the Federal Internal Revenue Code.
- All items left anonymously at the library will be considered lost items and treated as such. If no ownership can be established the item becomes the property of Hawkins Memorial Library and is dispensed as needed.
- Any items that are dirty, moldy or unusable for the library will NOT be accepted.
- The library applies the same criteria for evaluating gifts as it applies to purchased materials. Gifts will be withdrawn in the same manner as purchased materials. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift times.

Donor and library employees accepting donations will sign the attached form. Employees may only accept as donation small amounts of books, videos, and like materials.

Approved 1/23/2013

Revised and Approved 11/9/2015

Revised and Approved 10/8/2018

## Hawkins Memorial Library Donation Receipt

By these presents I (we) hereby irrevocably and unconditionally transfer to Hawkins Memorial Library by way of gift effective now, all my (our) rights, title and interest in the following objective(s) which I (we) own:

Hardbound books in good condition \_\_\_\_\_ DVDs in good condition \_\_\_\_\_

Paperback books in good condition \_\_\_\_\_ Audios in good condition \_\_\_\_\_

Other materials in good condition \_\_\_\_\_

- Magazines may be accepted; however no receipt will be given for them.
- Textbooks will not be accepted.

This agreement is made and accepted subject to the forgoing terms and those hereinafter stated which are hereby made a part of this memorandum of agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

---

Print Name of Donor

---

Donor Signature

Date

---

Employee Signature, Hawkins Memorial Library

Date

Approved 1/23/2013

Revised and approved 11/9/2015

Reviewed 10/8/2018