

# **Ely Public Library Gift Policy**

**The Ely Library accepts donations of money or materials with the following conditions.**

- The library has the right to refuse any donation for any reason.
- All donations (money or materials) become the sole property of the library. The library may or may not put materials into the collection based on their physical condition and usefulness to library patrons. The library is not obligated to keep donated materials for any length of time, and may dispose of any donated materials in any manner in which the library sees fit.
- The library will put a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated money.
- The library will not appraise donated books for tax purposes. The library will provide (on request) a receipt for tax purposes of the donor with a space for the donor's estimated value of the materials being donated.

Approved by Ely Public Library Board on 7/29/98.

I have received a copy of the Ely Public Library's gift policy. I choose to donate the following item(s) knowing that the policy will apply to my donation:

I have valued this donation at \$                      for tax purposes.

Signed:

Donor's Signature

Library Representative's Signature

Donor's Printed Name

Library Representative's Printed Name

Date of Donation