

NEWBURG PUBLIC LIBRARY DONATIONS, GIFTS AND MEMORIALS

The library is grateful for gifts and its collection has been enriched by donations of materials as well as by contributions. In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some materials cannot be used because any library material, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Newburg Public Library accepts gift materials with the understanding that gifts that are useful to the library collection will be retained and others disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Approved July 21, 2024

I/we would like to contribute \$ _____ for a book to be placed in the library.

As a **memorial** for: _____

or **in honor** of: _____

on the occasion of a birthday _____, wedding anniversary _____,
graduation _____, or other (please specify) _____.

The subject matter we prefer for this book is (please specify if you have a preference)

The Library will notify the following that this donation has been added to the Library's collection **in memory of** or **honoring** the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship _____

Name of person to be notified: _____

Address of person to be notified: _____

Donor Information

Name of donor: _____

Address of donor: _____

Please make checks payable to the _____ Library

Please return this form to: _____

GIFT AGREEMENT FORM

Donor _____ Date _____

Address _____

(Street)

(City)

(State)

(Zip)

Description of material donated:

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

This Gift Agreement transfers legal title of the gift to the _____ Library.

_____ Unrestricted gift

_____ Restrictions (please specify)

I have read the gift policy provisions of the _____ Library and agree that they are acceptable.

Donor signature: _____ Date _____

Accepted for the Library by: _____ Date _____

Library director signature

For restricted gifts only:

_____ Date _____

President of Library Board signature

_____ Date _____

Secretary of Library Board signature

Date of Board Approval _____