**GIFTS AND DONATIONS**

Gifts are welcomed by the Fort Atkinson Public Library to broaden the resources of the Library for its patrons. Terms of this agreement are to insure the broadest and most effective fulfillment of that goal:

1. Gifts must be legally owned by the Donor and free of liens or claims.

2. Gifts become the property of the Fort Atkinson Public Library.

3. Disposition of gifts is at the discretion of the Fort Atkinson Public Library.

4. 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.

5. The Library Director must approve items other than collection materials, and services before being brought to the library. All items left anonymously at the library will be considered lost items and treated as such.

6. All items left anonymously will be kept for 4 weeks. The library will try to conclude ownership of item. If no ownership can be established, the item becomes the property of the Fort Atkinson Public Library and is dispensed as needed.

7. Any items that are dirty, moldy or unusable for the library will NOT be accepted and must leave with donor or will be immediately thrown away in order to not harm the current collection or cause danger to the employees or building.

8. The Library Director will have final say of all donated material.

9. No magazines dated longer than 12 months from today's date will be accepted.

Donor and library employee accepting donation will sign the attached form. Employees may only accept as donations small amounts of books, videos, and CD's.

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| Amount of Cash Donation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Amount of Cash Donation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Magazines may be accepted if dated within the past 12 months, however no receipt will be given for them. Textbooks will not be accepted at all.** | |