

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 402.1

Subject: Gift Receipt Form

The Crawford County Library accepts donations of books and other items useful in the Library with the following understanding:

1. Materials will be added to the Library collection at the discretion of the Library Director, following the guidelines established by the Library Board.
 2. Acceptance of items is not a guarantee that the item(s) will be kept by the Library.
 3. Once items are donated to the Library, they become the property of the Library and are subject to the same regulations as other Library property.
 4. NO STATEMENT OF VALUE CAN BE ISSUED FOR GIFTS FOR TAX PURPOSES. THE LIBRARY DOES NOT EMPLOY A QUALIFIED EXPERT IN THIS FIELD.
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I, as the owner of the property described below, donate it to the Crawford County Library in accordance with the Gifts Policy (Policy No. 402) of the Library.

Date

Donor's Signature

Thank you for your donation of _____
(Number of books or description of items)

Date

Employee's Signature

Your thoughtfulness is appreciated.

ADOPTED: November 14, 2001

REVIEWED: