

## North Madison County Public Library System Gifts and Donations Policy

NMCPLS is always grateful for gifts from patrons. However, in order to avoid misunderstanding about the disposition of gifts, it is suggested that prospective donors read the following statement:

The library system adheres to a carefully planned policy in accepting gifts. In order for the benefits of the gift to be used for the best possible advantage, a meeting with the director is in the interest of both parties. A decision then can be made as to the use of the gift.

Once a year during the months of June and July each branch in the library system holds a six-week summer reading program. In May of each year the Elwood youth services manager and the branch managers send out letters to local businesses asking for monetary support for these programs. If you or your business would like to donate to this program or any other events held during the year, please address the check to one of the following libraries: Elwood Public Library, Frankton Community Library or the Ralph E. Hazelbaker Library. To ensure your donation is used as you wish write "gift fund" and the program or area of the library on the check. The staff member receiving your donation will write you a receipt indicating your wishes.

Sometimes monies are given in memory of individuals for the purchase of books. Every effort is made to purchase books in an area of interest of the deceased. A book plate will be placed in all books containing the donor's name and/or name of deceased.

Considerations for donors:

1. As a first step, consult the library director to determine the library needs and suitability of your proposed gift.
2. Assistance in meeting the basic purposes of the library (information, education, recreation) is most suitable.
3. Please, don't attach unnecessary "strings" that may restrict the usefulness or hamper the effectiveness of your gift.

Please read carefully before signing. A photocopy will be made for your records.

Donor Statement:

I certify that I am the owner of all right, title, and interest in the property described below. By donating the described property I hereby assign all right, title, and interest in the property to the North Madison County Public Library System (NMCPLS).

Furthermore, it is understood that the donor indemnifies and holds harmless the NMCPLS from any and all liability for claims with respect to the personal property including, without limitation, claims of other persons or entities claiming an interest in the property.

The Donor waives any future claim to the donated property, and acknowledges that this donation is an absolute gift and that NMCPLS may retain or dispose of the donated property in any manner convenient to the North Madison County Public Library System.

Description of Donation:

---

---

---

Date of Donation: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_

Signature, title of person accepting:

---

---