

GIFTS AND CONTRIBUTIONS RELEASE FORM



Motion No. 005L-07

5.2 GIFTS

The library welcomes the following donations:

- Current or popular authors, fiction or non-fiction.
- Children's titles in good condition.
- Movies on DVD with original packaging in good condition.
- Music or Book CD's with original packaging in good condition.

Regretfully, we cannot make use of:

- Textbooks or encyclopedia sets
- Publications more than ten years old.
- Large back issue collections of magazines.
- Books damaged by water, damp, mildew, mold, or with torn pages or scribbling.
- Materials discarded from other libraries.

The library reserves the right to use and dispose of gifts as it sees fit; no conditions relating to any gift may be imposed after its acceptance by the library.

Date: _____

NAME(Please Print): _____

ADDRESS: _____

CITY/PROVINCE: _____

POSTAL CODE: _____ PHONE NO.: _____

Materials Donated: _____

Signature of Donor:

Signature of Staff Member:

If a memorial donation, please enter the following:

Name of person in memory of:

Address of Family:

New materials may be eligible for a charitable tax receipt, if requested. Please indicate if you would like your donation to be considered for a tax receipt.

Charitable Tax Receipt Requested.

The attached materials have been donated by the above to the Spruce Grove Public Library. The donor has read the gifts policy and agrees these materials have become property of the library and will be used as the administrative staff so decides. Donations of materials will not be considered as payment for outstanding library charges.