



Donation of Library Materials

The Athens Regional Library System appreciates your interest and your willingness to donate items to its collection. The statements below are called to your attention as part of the official policy concerning gifts adopted by the Athens Regional Library Board.

The appraisal of a gift to the Library for income tax purposes is the responsibility of a donor since it is the donor who requires an appraisal, not the Library. The donor must provide a written description of the contribution (title and author, new or used book, etc.), and the Library will give this form as a receipt. Items valued at \$5,000.00 or more need a qualified appraisal.

I am donating the following materials (list on back) to the Athens Regional Library System with the understanding that they will be added to the collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection. I understand that the Library cannot guarantee that any gift will be part of the collection permanently.

I understand that by signing this form, I relinquish all ownership rights to the materials in question, and that these materials will not be returned to me if they are not added to the collection. All donated materials become the property of the Athens Regional Library System.

This form is your receipt. Please keep it with your other tax records.

Signature of Donor	Date
Address	
Staff Signature	

