



## Donation of Library Materials

The Athens Regional Library System appreciates your donation of books, movies, and/or audiobooks, etc. The statements below are called to your attention as part of the Athens Regional Library System Board's official policy concerning gifts.

The appraisal of a gift to the Library for income tax purposes is the responsibility of the donor as 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 \$5000.00 or more need a qualified appraisal.

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I am donating the following materials (list on back) to the Athens Regional Library System with the understanding 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. I understand that the Library cannot guarantee that any gift will be part of the collection. I understand that all donated materials become the property of the Athens Regional Library System to use or dispose of as it determines is appropriate.

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

Signature of Donor:	Date:
Address:	
Staff Signature:	

