

VAUGHAN MEMORIAL LIBRARY GIFTS FORM

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of items being donated: \_\_\_\_\_

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I/we require an official receipt for income tax purposes. Yes \_\_\_\_ No \_\_\_\_

I/we will arrange to pick up material not added to the Library's collection. Yes \_\_\_\_ No \_\_\_\_

I/we request that a gift plate be affixed to each item. Yes \_\_\_\_ No \_\_\_\_

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I/We have read the Library's gift policy (see reverse) and accept the following terms:

- For donations of more than 10 items, donors will provide the Library with a list that includes author, title, publisher, date of publication, and edition information, for assessment before delivery to the Library, or permit the Gifts Librarian or designate to assess the materials in their present location.
- The Library is not obligated to accept all gifts.
- The Library will determine the appropriate placement of gift items in the collection.
- Gifts not accepted by the Library may be discarded, sold or donated to another library unless donors have made prior arrangements to retrieve them at their expense.
- Income tax receipts will be issued *only* for items accepted for inclusion in the Library collection.
- The Library cannot guarantee that donations will be assessed or processed within a given time period.

Signature of Donor(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Gifts Librarian: \_\_\_\_\_

## Collection Development Policy

### **6.3. Gifts**

Gifts will be accepted when they fall within the scope of the Library's collection development policy. For the purposes of this policy, gifts include books, periodicals, music, and film in supportable formats. Because of the high cost of processing gifts, the collections development policy will be used carefully when deciding on their acceptance. Gifts can be accepted only when the donor does not place restrictions on the access, use or handling of the materials that are inconsistent with the Library's overall mission, services and policies.