

ACKNOWLEDGEMENT of DONATION to PILLSBURY FREE LIBRARY

Thank you for your offer of a gift. The trustees would like to share with you Pillsbury Free Library's policies, GIFTS and LOANS:

- A. The library trustees are authorized to accept gifts and personal property as described under the terms of NH RSA 202-A: 4-c and 202-A: 4-d, as authorized by vote of the Warner Town meetings in March 1994 and 1997, respectively.
- B. The library may accept personal property, such as books, other written materials, art objects, portraits, antiques and furnishings, on the condition that the library has the authority to make whatever disposition it deems advisable.
- C. Donors of such gifts described in XI. B. will be given a copy of the Pillsbury Free Library Policies on Gifts and Loans, and may be asked to complete a Donation Acknowledgement form for each gift (other than books) donated. The Library shall maintain a copy of all such receipts on file indefinitely.
- D. Gifts of money, real property and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and consistent with the laws of the State of New Hampshire.
- E. The library cannot give an estimated value on gifts.
- F. Loans to the library shall be subject to the conditions and procedures described in N. H. RSA 202-E, the Museum Property Act.
- G. Items on loan to the library shall have the same protection from damage and theft as similar items owned by the library, but the items are considered to be on loan to the library at the owner's own risk.

Having read the policies on gifts and loans, please complete the following form. Thank you!

Date: _____

Description of item: _____

Estimated value if you wish to state it (not to be done by Library personnel): _____

Name: _____ Phone: _____

Address: _____

Email (optional) _____

If the Trustees find the item donated is either a duplicate, is not of use to the Library, or cannot be cared for, how would you like the item handled?

___ a. Return to donor (Donor will be responsible for picking up donated item from the Library within 30 days of notification.)

___ b. De-accession (sell, donate, etc) as the Trustees deem fit

LIBRARY USE

Received by: _____ Date: _____ Copy given to donor: _____

Accepted by Trustees: _____ Not accepted: returned / disposed as above: _____