

## **GIFTS AND DONATIONS**

Gifts and donations of materials accepted by the Uxbridge Free Public Library are subject to the same process as purchased materials. They are considered with the explicit understanding that such factors as duplication, merit, lack of community interest, processing costs, physical condition of the materials, or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves. Gifts and donations are accepted with the understanding that the Library may, at any time, discard them or offer them for sale through the Library Book Sale program.

### **GUIDELINES FOR DONATIONS:**

- The Library will accept donations of recent hardcover and/or paperback books, audiobooks, music CDs and DVDs if they are in good condition. Donations should be clean, without signs of mold, damage, odor or decay.
- The Library will not accept donations of old magazines, textbooks or encyclopedias.
- Local history materials from Uxbridge and the Blackstone Valley are welcome.
- All donations are accepted without condition and immediately become the property of the Library. Appropriate materials may be added to the collection, put in the book sale, or if not in acceptable condition, discarded. Proceeds from materials offered at the library book sale benefit the library collection in general and/or other library projects and services.
- Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current in accordance with the Library's Collection Development Policy.
- Donations will be accepted only on the last Saturday of the month, except for June, July, and August.
- The Library will not take anything over five years old in these categories: accounting, computer science, economics, law, medicine, and science.

Generally, the Library will not accept items that would not be purchased, such as memorabilia and works of art. At the discretion of the Board of Trustees, there may be occasional exceptions to this provision, as in the case of expensive items the Library would like to purchase but cannot afford.

Unless the circumstances are highly unusual, the Library will not agree to separate treatment for gift materials. Placing materials in special collections, on special shelves, or in other ways separating materials reduces the usefulness of the overall library collection. When the Library receives a cash gift or something along the lines of a memorial, a GIFT / MEMORIAL BOOK DONATION REQUEST FORM (copy appended) will be filled out to assure that complete and correct information is collected about the donation, and a selection will be made by the Library Director. The Library will identify memorial gifts by means of a special bookplate that names both the donor and the person in whose memory the item is given.

Library staff cannot be expected to provide an appraisal of donated material. If you need

a receipt for tax purposes, the Library will provide one. We cannot, however, assign a dollar value to your donation. The appraisal of a gift to the Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the Library. Donors wishing to receive a gift acknowledgement should leave his/her name, address, and number of books donated.

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**Uxbridge Free Public Library  
Gift/ Memorial Book Donation Form**

Date:

Name of the Donor:

Address:

Telephone:

Donation is \_\_\_\_ in honor of (living) Name \_\_\_\_\_

\_\_\_\_ in memory of (deceased) Name \_\_\_\_\_

Donation is  cash  check in the amount of \$ \_\_\_\_\_

For cash/check donations:

\_\_\_\_ Donation is to go to the Friends of the Uxbridge Free Public Library

\_\_\_\_ Donation is to go to the Board of Library Trustees

\_\_\_\_ Donation is for the purchase of library materials (books, video, audio, magazines)

\_\_\_\_ Donation is for a capital project (building renovations, equipment purchase, other)

Donation is (circle all applicable) Book    DVD    Audiobook    Music CD

Bookplate desired? \_\_\_\_yes    \_\_\_\_no

If yes, the name(s) to appear on the bookplate:

Do you wish to receive a written acknowledgment? \_\_\_\_yes    \_\_\_\_no

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