

Donations Policy

The Library Director is authorized to accept donations of materials, art, and objects without restrictions. The Library Director will determine which items are to be added to collections, displayed, or sold/given away.

Donors must sign the appropriate agreement form based on their donation:

- Donation of Art, Artifact, or Object.
- Donation of Books, Print, or AV Materials.

Monetary donations may have restrictions, but the Board reserves the right to reject such a donation if the restriction is beyond the scope or mission of the Library.



**Muncie Public Library
Donor Agreement for Art, Artifact, or Object**

Donations are accepted without restriction. The Library Director or her/his designee will determine whether the art, artifact, or object will be displayed, added to a collection, sold, or given to a nonprofit organization.

I have donated the following items to the Muncie Public Library without restriction. I understand that the Library cannot place a value on this donation. Note: Muncie Public Library is a 501(c)(3) nonprofit organization.

Name

Date

email/phone number

Address - City - State - Zip

Description of Item(s)

The section below is to be completed by Library Staff:

Name of employee accepting donation: _____

Library location: CA CC KB M-H

Number of items donated: _____

Format: _____ Condition: _____

We appreciate your donation!

Employee: Complete this form, then make copy. Donor receives copy. Send original form to Library Director.

Updated 8/2014



**Muncie Public Library
Donor Agreement for Books, Print, & AV Materials**

Donations are accepted without restriction. The Library Director or her/his designee will determine whether the books and/or print and audio visual (AV) materials will added to a collection, sold, given to The Friends or other nonprofit organization, or sold for the benefit of the Library. I understand that the Library cannot place a value on this donation. Note: Muncie Public Library is a 501(c)(3) nonprofit organization.

I have donated _____ (number of books and/or print and AV materials) to Muncie Public Library.

Name of Donor

Date

Received by: (Library Staff Name)

Date

We appreciate your donation!



**Muncie Public Library
Donor Agreement for Books, Print, & AV Materials**

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I have donated _____ (number of books and/or print and AV materials) to Muncie Public Library.

Name of Donor

Date

Received by: (Library Staff Name)

Date

We appreciate your donation!