

## **DONATIONS**

### **Books and Materials**

The Library accepts donations of books and other materials with the understanding that all donations are given without restriction. Donated items may be added to the collection at the discretion of the Library Director in accordance with regular collection development policies and procedures. Others may be sold, given to the Friends of the Library for their sale, given away, offered to other libraries or organizations, or discarded. The library may not legally appraise donated items. It is up to the donor to establish the value of donated items. The library can provide only a statement of the number and type of books or other items donated.

The library does not send acknowledgement of donations of used books and materials nor are they plated in honor, memory, or acknowledgement of an individual or group with the exception of rare, hard-to-find items such as local history books or genealogical materials. Gifts of cash to purchase books in honor or memory of an individual, group, or event are considered cash gifts and are addressed below.

### **Cash and Other Gifts**

The library accepts gifts of cash and other gifts with the understanding that they are used by the library in the manner deemed most appropriate by the library. Cash gifts will be accepted to purchase items in honor or memory of an individual, group, or event. Cash gifts may also be designated for specific collections or areas of use (such as adult fiction or children's programs) but the library maintains the right to use these funds for other materials or in other areas if there is greater need.

Other gifts, such as collections, art work, historic items, will be accepted at the discretion of the Library Director or designated appointee. All gifts are accepted only with the understanding that the library determines the best use of the item, how long it will be used, and how to dispose of it if it is no longer needed.

Acknowledgements of gifts of cash and other gifts made in honor or memory of a individual, group, or event will be acknowledged with a letter to recipients designated by the person or group giving the gift. Receipts for cash and other gifts are given and a copy of the donation form is kept on file at the library. The library cannot appraise the value of art or other physical items and can only attest that the item was donated.

**AMHERST COUNTY PUBLIC LIBRARY**  
**382 South Main Street**  
**PO Box 370**  
**Amherst, Virginia 24521**

**DONATION ACKNOWLEDGEMENT**

**Name of Person making donation:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Description of Donation:**

**Is this a gift given in honor or memory?**

**Acknowledgment should be sent to:**

**Gift taken by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:**