GIFTS AND DONATIONS GRIMES PUBLIC LIBRARY

Gifts are welcomed by the Grimes Public Library to broaden the resources of the Library for its patrons. Terms of this agreement are to insure the broadest and most effective fulfillment of that goal:

1. Gifts must be legally owned by the Donor and free of liens or claims.
2. Gifts become the property of the Grimes Public Library.
3. Disposition of gifts is at the discretion of the Grimes Public Library.
4. All appraisals of value will be the responsibility of the Donor. Contributions of all objects and money are tax deductible within limits prescribed by the Federal Internal Revenue Code.
5. The Library Director must approve items other than collection materials, and services before being brought to the library. All items left anonymously at the library will be considered lost items and treated as such.
6. All items left anonymously will be kept for 4 weeks. The library will try to conclude ownership of item. If no ownership can be established, the item becomes the property of the Grimes Public Library and is dispensed as needed.
7. Any items that are dirty, moldy or unusable for the library will NOT be accepted and must leave with donor or will be immediately thrown away in order to not harm the current collection or cause danger to the employees or building.
8. The Library Director will have final say of all donated material.
9. No magazines dated longer than 6 months from today's date will be accepted.

Donor and library employee accepting donation will sign the attached form. Employees may only accept as donations small amounts of books, videos, and CD's.

By these presents I (we) hereby irrevocably and unconditionally transfer to the Grimes Public Library by way of gift effective now, all my (our) right, title and interest in and to the following object(s) which I (we) own:

Hardbound Books in Good Condition How Many _____	Trade Paperback Books In Good Condition How Many _____
Pocket Sized Paperback Books in Good Condition How Many _____	Other Materials in Good Condition How Many _____
Magazines may be accepted if dated within the past 6 months, however no receipt will be given for them. Textbooks will not be accepted at all.	

This agreement is made and accepted subject to the forgoing terms and those hereinafter stated, which are hereby made a part of this memorandum of agreement.

Signed this _____ day of _____, _____
(Month) (Year)

_____
Donor Please Print Name Signature

_____
Employee Signature, Grimes Public Library Date

Reviewed November 2007