

DETROIT PUBLIC LIBRARY
GIFT POLICY AND RECEIPT

The Detroit Public Library encourages gifts of books, records, and other materials which will be useful to the Library and which will increase the scope of its collections. The library's policy is that no materials will be accessioned which would not be approved for inclusion through normal selection procedures and collection development policies.

The Library accepts gifts with the understanding that the items not needed will be disposed of in whatever manner the Library deems best—by giving them to other Libraries or institutions, by exchanging them for other materials of equal value which the Library needs, or by selling them to purchase needed materials. All gifts are considered permanent and cannot be returned.

The Library generally cannot accept gifts with specific stipulations, such as keeping a private library intact as a collection. The Library reserves the right to integrate gifts with other materials on the same subject, so that all collections are organized and classified according to Library standards for the best public services.

The Library will issue a Gift Receipt (Form V-13) for the number of items received at the time of donation. The donor is required to furnish a count of the items. Estimates of fair market value for income tax purposes are the responsibility of the donor.

DETROIT PUBLIC LIBRARY
GIFT RECEIPT
(Please print clearly)

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

EMAIL _____

**I HEREBY DONATE THE FOLLOWING ITEMS TO THE DETROIT PUBLIC LIBRARY
SUBJECT TO ITS GIFT POLICY:**

_____ Hardcover Books

_____ Paperbacks

_____ CD's, Audio Books

_____ Other (Please specify)

Signature _____

**THE DETROIT PUBLIC LIBRARY GRATEFULLY ACKNOWLEDGES THIS GIFT OF MATERIALS TO
SUPPLEMENT THE COLLECTIONS AND ENHANCE SERVICE TO THE PUBLIC.**

RECEIVED BY _____

AGENCY _____

DATE _____