

Southeast Arkansas Regional Library Deed of Gift Form

Gifts to the library are always welcomed. Donations of various materials broaden the collection and/or help replace lost or damaged materials.

The library reserves the right to add gift items to the library collection, sell the books on the book sale shelf, give them away as gifts, or discard/dispose of them based on their relevance to the library collection and in compliance with the library's collection development policy. Items to be added to the library's collection will be added at the library's convenience.

Acknowledgement of donated material will be provided if requested. The library will not provide title by title lists of donated material. Due to IRS regulations, the library will not appraise the value of a donation. Acknowledgement will include the number and type of materials donated (e.g., 5 paperback and 10 hardcover books).

Please fill out the form below when donating materials. This is your receipt. A copy will also be retained by the Branch Library for the purpose of acknowledgement.

Donation of Materials to the Southeast Arkansas Regional Library

Donor's Name: _____

Mailing Address: _____

Materials Donated:

(Please describe, including the number and type of materials (e.g., 5 paperback and 10 hardcover books))

I understand that the Southeast Arkansas Regional Library retains unconditional ownership of the donated materials, and that from the date described below, the Library makes the final decision on the use and/or disposition of the materials.

Donor Signature: _____ Date: _____

This form serves as your receipt and confirms that no goods or services were provided to you in association with this gift.

Received at: _____ Branch Library

On (date): _____

By (staff member): _____