

## Donations, Gifts, and Memorials

The Library is grateful for gifts and its collection has been enriched by donations of materials as well as by contributions. In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some materials cannot be used because any Library material, though of value in itself, may be: (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the Library; and/or (3) in poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Thomaston Public Library accepts gift materials with the understanding that gifts that are useful to the Library collection will be retained and others disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to Library standards for the best public service.

Gift Agreement Form

Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Description of material donated:  
\_\_\_\_\_  
\_\_\_\_\_

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

\_\_\_\_\_  
\_\_\_\_\_

This Gift Agreement transfers legal title of the gift to the Thomaston Public Library.

\_\_\_\_\_ Unrestricted gift                      \_\_\_\_\_ Restrictions (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

I have read the gift policy provisions of the Thomaston Public Library and agree that they are acceptable.

Donor signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date \_\_\_\_\_  
Head Librarian signature

-----  
For restricted gifts only:

\_\_\_\_\_  
President of Library Board signature                      Date \_\_\_\_\_

\_\_\_\_\_  
Secretary of Library Board signature                      Date \_\_\_\_\_

Date of Board Approval \_\_\_\_\_