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Gifts of real property, art, and other objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of display space. The library has the authority to make whatever disposition is deemed advisable, which may include sale or transfer to another agency.

Gifts on which the donor places restrictions or special conditions are not accepted unless these restrictions or conditions are approved by the Library Board. Requirements of special housing or special handling of any item proposed as a gift may render it unacceptable. Accepted gifts may not be held permanently in the library; they can be disposed of at the library's discretion. The library does not notify donors of withdrawal or discard of gift items. Contributions of gifts, donations, or grants which may involve significant costs for installation and/or maintenance or ongoing commitment to the library funds will bepresented to the Library Board for approval prior to acceptance. Acknowledgement of gift items is at the discretion of the library board, in a format deemed appropriate.

The library will not provide an estimate of the value of a gift for tax purposes. Value appraisal for tax purposes is the responsibility of the donor. The library will provide a letter of acknowledgement of the gift. To assure proper consideration of art and gifts that appear to have significant value, the library may wish to consult an expert on the value and cost to house the item in advance of acceptance.

I hereby attest that I am the lawful owner of the described item(s) of personal property and that I have absolute authority to, and hereby do, effect transfer of ownership thereof to the Mount Horeb Public Library. I, the undersigned, do hereby relinquish all residual rights to, including copyright, if pertinent, and do make an unconditional gift to the Mount Horeb Public Library. I understand that once legal ownership is transferred, reformatting, storage and display decisions regarding this material are at the discretion of Mount Horeb Public Library staff.

A letter of acknowledgment will be sent promptly to the donor's address.

I have read and agree with the above policy regarding gift donations. Please refer to the full *Gift Policy* at the library's website (mhpl.org).

Donor Signature		Date	_/	/
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