

## Donation Form

Autauga-Prattville Public Library  
254 Doster Street, Prattville, AL 36067  
334-365-3396  
[www.appl.info](http://www.appl.info)

Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Type of donation (if monetary please put the amount)

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Please check one of the following options and attach any information:

\_\_\_\_\_ This gift is a general donation and may be used in any way to benefit the Autauga-Prattville Public Library.

\_\_\_\_\_ This gift is designated to be used for the following purpose: \_\_\_\_\_

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\_\_\_\_\_ This gift is in memory of: \_\_\_\_\_

\_\_\_\_\_ This gift is in honor of: \_\_\_\_\_

on the occasion of: \_\_\_\_\_

**Please notify the following individuals of my gift. (Name and mailing address)**

Thank you for your support of our four libraries in Autauga County, Alabama  
***Your contribution is tax-deductible to the extent provided by law.***  
***Questions? Please contact the Library Director 334-365-3396 Extension 13***

## **Donations**

The Autauga-Prattville Public Library welcomes donations, gifts, legacies, and endowments that promote and enhance the collection, services, and programs of the library. Commercial donations of funds, printed material, equipment, supplies, performers, or expertise that complement and support a library objective may also be accepted.

The library accepts gifts of new and used books, audio recordings, DVDs, and similar materials. The library will no longer accept VHS or Cassette tapes. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Autauga-Prattville Public Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection can be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Restricted gifts subject to certain conditions of the donor may be accepted if the Library Board of Trustees agrees to the condition of the gift. Funds donated to enhance the collection will be used to purchase items in accordance with the selection policy of the library. Books, DVDs, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Library Board based on their suitability to the purposes and needs of the library, laws, and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.