

Uxbridge Free Public Library Gifts and Donations Policy

Gifts and donations of materials accepted by the Uxbridge Free Public Library are subject to the same process as purchased materials. Gifts and donations are considered with the explicit understanding that factors such as duplication, merit, community interest, processing costs, physical conditions, or shelf space may prevent their addition to the collection. Gifts and donations are accepted with the understanding that the Library may not permanently retain the items. It reserves the right to discard these items or offer them for sale through the Friends of the Library Book and Bake Sale.

Guidelines

The Library will accept donations of the following formats:

- Recent hardcover and/or paperback books
- Audiobooks
- Music CDs
- DVDs
- Video games
- Board games
- Toys

Donations should be clean, without signs of mold, damage, odor, or decay.

The Library will not accept donations of the following formats:

- Magazines and periodicals
- Textbooks
- Encyclopedias and other reference works
- Items that would not normally be purchased (memorabilia, works of art, etc.)

Upon request, the Board of Library Trustees may make occasional exceptions to these formats at their discretion.

When the Library receives a gift or memorial donation, a Donation Form may be completed at the patron's request. If desired, the Library will identify memorial gifts by means of a bookplate.

Library staff cannot provide an appraisal of donated materials. If a receipt is needed for tax purposes, the Library will provide one; however, a dollar value cannot be assigned. The appraisal of a gift to the Library for tax purposes is the responsibility of the donor.

For gifts and donations intended to supplement the Local History Collection, please see the Local History Policy.

**Uxbridge Free Public Library
Gifts and Donations Form**

Date:

Donor Name:

Telephone:

Email Address:

Mailing Address:

Donation Type

Cash Amount _____

Check Amount _____

Materials Material Type _____

Please select an organization or purpose for your financial donation.

Uxbridge Free Public Library

Friends of the Library

Board of Library Trustees

Capital Project

Additional Information

Is this donation in memory or honor of an individual? Y or N

Name of Donor:

Name of Honored/Memorialized Individual:

Please select the form of acknowledgement desired, if any:

Press Release

Written Acknowledgment

No Acknowledgment