

Gift Policy
Kinchafoonee Regional Library
Approved KRL Board: January 28, 2002
Revised October 25, 2011

The Kinchafoonee Regional Library gratefully accepts non monetary and monetary gifts. If the monetary amount exceeds \$300.00, the donor may specify how the money will be spent. If less than \$300.00 the regional library board of trustees or director determines how the money will be spent. If no purpose is specified for donated funds, they will be used at the discretion of the director to enhance library services or collections.

Gifts of books, magazines, movies, audio books, computers, and automation equipment shall be accepted or rejected at the discretion of the director. Gift materials may be redirected to another source or depository.

Gifts of personal property, collection materials, art objects, portraits, antiques, and other museum type objects, shall be accepted or rejected at the discretion of the regional board of trustees and the director.

The regional library reserves the right to refuse gifts of any kind if the regional board decides that conditions for its acceptance are not compatible with the Kinchafoonee Regional Library's mission or cannot reasonably be met.

If accepted, in all cases a gift becomes the property of the Kinchafoonee Regional Library for it to use and dispose of in the best interests of the library at the discretion of the director. A deed of gift form must be completed, signed, and placed on file in the director's office.

The appraisal of gifts to the regional library for tax purposes is the responsibility of the donor.

Gifts of property such as real estate titles or investments shall be brought to the Kinchafoonee Regional Library Board for approval and acceptance or declination. These gifts shall become the property of the Regional Board to use and dispose of in the best interests of the Region.

KINCHAFOONEE REGIONAL LIBRARY

DEED OF GIFT

I, _____ donate the following to the Kinchafoonee Regional Library as an outright gift. I own this gift and to the best of my belief, it is free and clear of all encumbrances. I hereby give, transfer and convey full ownership and title of this gift without restriction to the Kinchafoonee Regional Library.

DESCRIPTION OF MATERIAL (S):

DISPOSITION: I agree that if the item described above is determined to be inappropriate for the collection, it may be disposed of at the discretion of the Kinchafoonee Regional Library Board of Trustees.

I wish the gift to be identified to the public and in the records of the library as:

Gift of: _____

In Memory of: In Honor of : _____

Signature of Donor _____ Date _____

The Kinchafoonee Regional Library hereby accepts the property described in this document under the conditions specified above:

Director Date

1/28/02