

Making Gifts to the Library

Gifts or donations in the form of money or useable items are welcome, although gifts with potential value of \$500 or more may require library board action to accept.

Cash gifts may be given in memory or in honor of another person, as well as directly from the donor. With 'in memory' or 'in honor' materials, an acknowledgement will be sent to the honoree or family, if appropriate.

Donors may designate in general terms the use of the funds. For example, materials, programming, equipment, etc. If for materials, they may make further suggestions, such as children's materials, large print books, recorded books, relevant non-fiction topics, or favorite types of reading material of the honoree or decedent.

Public acknowledgment of gifts is made via bookplates placed on the items (when appropriate), an entry in a permanent gift register, and a listing in the library's newsletter. Requests for anonymity will be respected.

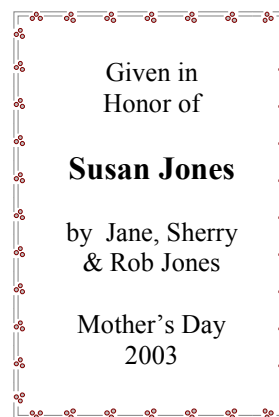
When making gifts, please provide the name and address of persons to receive an acknowledgment, as well as your own.

Non-Monetary gifts of usable items must meet the same selection requirements imposed upon items purchased with library funds. Items which do not meet the needs or requirements of the library and cannot be used may be sold, passed on to another library which can use the materials, destroyed, or returned to the donor (if stipulated in advance). The library will not set a value on non-monetary gifts for receipt purposes, but will only acknowledge receipt by general description (if requested). Public acknowledgment of used materials is generally not made.

The Friends of the Jay County Public Library, Inc., accept donations for the group's used book sales; however, certain types of materials are not accepted (Encyclopedias more than 10 years old, Reader's Digest condensed books, and magazines more than 5 years old). The Friends group does not issue receipts for donated books and other materials.

For more information, contact the Library Director at:

Jay County Public Library
315 North Ship Street
Portland, IN 47371
260-726-7890
ehinderliter@jaycpl.lib.in.us



Sample Bookplate

Donation for Library Materials

(print, please)

Donor _____ Telephone _____

Address _____
Street, City, State, ZIP

Amount of Gift \$ _____ (An item or items with value equaling the donation will be made.)

Type of material preferred:

- | | |
|---|--|
| <input type="checkbox"/> Children's non-fiction book | <input type="checkbox"/> Adult non-fiction book |
| <input type="checkbox"/> Children's fiction book | <input type="checkbox"/> Adult fiction book |
| <input type="checkbox"/> Children's audio-visual item
<small>(Audio-visual includes book on cassette, music CD, videotape, etc.)</small> | <input type="checkbox"/> Adult audio-visual item |
| <input type="checkbox"/> No preference | |

Suggested subject matter for non-fiction _____

Suggested genre for fiction _____
(Example: mystery, western, romance, fantasy)

Other information or background? _____

Text for Bookplate

Given in memory of _____
(circle one)
 in honor of _____

By _____
How donor's name to be indicated

If in memory or in honor, to whom should an acknowledgment be sent?

_____ No acknowledgement

If you prefer your donation be used for items or purposes other than materials, please contact the library director:

Jay County Public Library
315 North Ship St., Portland, IN 47371
(260) 726-7890 Voice — (260) 726-7317 Fax