

Acknowledgement of Materials Donation

The Merrick Public Library accepts gifts of new and used books, large print, audiobooks, music CDs, DVDs, blu-rays, magazines, and other similar materials. Items will be added to the collection in accordance with the library's Materials Selection and Usage Policy. The library also reserves the right to decide when a gift added to the collection must be withdrawn. Once donated, items become the property of the Merrick Public Library and may be given to the Friends of the Merrick Public Library, or discarded if they are not added to the collection. Donated items will not be returned to the donor. 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 a fair market or appraisal value. It is recommended that the donor make an itemized 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.

I agree to the above listed uses of the material that I have donated to the Merrick Public Library.

Donor's Signature

Date

Please complete the following information in print:

Donor Name

Phone

Address

City

State

Zip

# of Items	Type of Material	# of Items	Type of Material
	Hardcovers		Audios
	Paperbacks		Videos
	Magazines		Other
Materials Rec'd By:		Date:	