

Forsyth Township Public Library Donations Policy

Financial Support

Give the gift of lifelong learning. Tax deductible donations to the Forsyth Township Public Library (FTPL) provide extra help that the library needs to provide our community with reading and learning materials, to connect people with information and inspire a lifetime of learning for people of all ages.

Our programs and services enrich our community by providing individuals with free access to computer technology, books, audio books, movies and magazines. All of these opportunities are made possible through the generous support of people like you.

Your gift helps support:

- Adult and Children's services and programs that entertain, inform and arouse curiosity.
- Enhanced collections of books, audio books and DVDs for all ages.
- Technology upgrades.

We have three categories in which to place a donation: General Support, In Honor of, and In Memoriam.

General Donation: Any donation given in general support of the library. Donations less than \$250.00 will be listed on the library website for a period of one year. General donations over \$250.00 will be engraved on a nameplate and placed in the library.

In Memoriam Donation: For In Memoriam donations less than \$250.00, the deceased's name will be listed on the website for a period of one year, then kept permanently in the files. For In Memoriam donations over \$250.00, the deceased's name will be engraved on a nameplate and placed in the library.

In Honor Donation: For In Honor donations less than \$250.00, the honored name will be listed on the website for a period of one year, then kept permanently in the files. For In Honor donations over \$250.00, the honored name will be engraved on a nameplate and placed in the library.

Due to spacing issues, it may be necessary in the future to rotate nameplates of donors within the library. Nameplates will be retained by the library.

Your monetary donation can be given by mail or in person. The library accepts cash and checks made payable to the *Forsyth Township Public Library*. Send checks to: P.O. Box 1328, Gwinn, MI, 49841.

Taxes

Donors can request a receipt and/or a letter on library letterhead stating the amount of their monetary donation. The library does not set a monetary value on donated items. A letter will be sent (if requested) thanking the donor for the items with the following statement at the bottom:

This receipt may be used for your tax records. Forsyth Township Public Library provided no goods or services in exchange for your contribution.

It is up to the donor to set a monetary value to donated items when completing their taxes.

Donations of Reading Material

The Forsyth Township Public Library is happy to accept donations of certain materials. Please limit donations to no more than one box/bag full per donor at a time unless prior arrangements have been made with the Library Director.

What We Accept:

- Adult and children's fiction and non-fiction books in like new or great condition,
- Audio visual material in good working order: books on CD, DVDs & Blu-ray,
- Annually updated books published within the last 3 years (i.e. World Almanac, Fodor's travel guides, medical reference)

What We Do Not Accept:

- Damaged or Dirty items or items with an odor,
- Advance Reading Copies or Professional Review Copies,
- Out-of-date reference materials, textbooks, and popular travel books,
- VHS or cassette tapes,
- Non-factory manufactured items such as homemade DVDs or CDs,
- Music CDs,
- Readers Digest Condensed books, Harlequin-like book series, Encyclopedias