

Forsyth Township Public Library
Donations Policy

Financial Support

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.

The mission of the Forsyth Township Public Library is to provide access to informational, educational, cultural, and recreational materials and services in a variety of formats and technologies; and to uphold the intellectual freedom for all members of the community. Our mission is made possible through the generous support of people like you.

Your gift helps support:

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

General Donation: Any donation given in general support of the library. Donations of \$300.00 or more within the same fiscal year will result in an engraved leaf added to the donation tree in the library featuring the name of the donor or of a requested honoree.

In Memoria Donation: Donation given in memory of a loved one in support of the library. Donations of \$300.00 or more within the same fiscal year will result in an engraved leaf added to the donation tree in the library featuring the name of the deceased.

All monetary donations in *any* amount are appreciated and recognized via a thank you letter on library letterhead stating the amount given (when an address is available).

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.

FTPL also accepts online donations using major credit cards processed through PayPal or a PayPal account. Your online transactions are safe and secure. The library does not share donor information. PayPal donations are processed through the Superiorland Library Cooperative. PayPal can be accessed through the Donations tab on the FTPL website.

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.

Donors will be responsible for setting a monetary value to donated items when completing their taxes.

Donations of Reading Material

FTPL is happy to accept donations of certain materials. Please limit donations to no more than one box/bag 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
- 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 (i.e., items previously stored in basements or garages)
- 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.

Adopted September 13, 2023