

SECTION A:

DATE _____

Amount Paid: \$ _____ CASH _____ CHECK _____ CHECK NO: _____

All gifts will be utilized at the discretion of the Library Director in accordance with Board policy, including later withdrawal from the collection, sale or disposal. **Single donations of \$500.00 or more should be recorded on the Support the Hubbard Public Library Form.**

Any restrictions on gifts must be submitted in writing and approved by the Board.

SECTION B:

GIFT TYPE: Please circle your choice: MEMORIAL HONOR OTHER
Please circle: DEPARTMENT: ADULT CHILDREN'S YOUNG ADULT ANY

IN MEMORY OR IN HONOR OF: _____
(NAME AS IT IS TO READ ON GIFT PLATE)

DONOR(S) NAME OR NAMES

NAME: _____ PHONE _____

ADDRESS: _____

Additional Donors may be listed on the reverse of this sheet.

RESERVE FOR: _____ FAMILY: NAME AND PHONE _____

_____ DONOR: NAME AND PHONE _____

FAMILY TO BE NOTIFIED:

1. NAME: _____ PHONE _____

ADDRESS: _____

***Please specify suggested purpose of the gift:**

_____ Book _____ Video _____ Music _____ Periodical _____ Programs _____ Any

Suggested subject areas or titles:

1. _____ 2. _____ 3. _____

SECTION C:

GIFT PURCHASES

LIBRARY USE ONLY

1. _____

DATE ORDERED: _____ DATE RECEIVED: _____ PURCHASE ORDER # _____

2. _____

DATE ORDERED: _____ DATE RECEIVED: _____ PURCHASE ORDER # _____

DONOR "THANK YOU" SENT _____ FAMILY NOTIFICATION SENT _____



Yes, I want to support the Hubbard Public Library.

Phone: 330-534-3512 Fax: 330-534-7836
Web: www.beyond-books.org

Name: _____

Address _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Send notice of gift to:

NAME _____ PHONE _____

ADDRESS _____

\$500.00 – 999.99

Name as it is to appear on Gift Plate _____

\$1,000.00 – 4,999.99

Name as it is to appear on Gift Plate _____

\$5,000.00 and up

Name as it is to appear on Gift Plate _____

Gifts of \$500.00 or more will be recognized in the library on the Library's Donor Recognition Plaque. Your gift of \$500 – \$999.99 will be recognized with a bronze gift plate engraved with the name of your choice. A donation of \$1,000 – 4,999.99 will be recognized with an engraved silver gift plate, and donations of \$5,000 or more will be acknowledged with an engraved gold gift plate.

All donations will be listed in the Library's Donor Records.

Please enclose a check or money order to Hubbard Public Library and send with this form to:

**Fiscal Officer
Hubbard Public Library
436 West Liberty St.
Hubbard, Ohio 44425**

Your contribution is tax-deductible in accordance with the law. Thank you.

**Date Approved 9/23/08
By: Board**

Gift Policy

The Hubbard Public Library Board of Trustees is grateful for gifts and the library has been enriched by many generous contributions over the years. Gifts to the library support us in our commitment to provide excellent library services, resources, and facilities to the community.

Donations, gifts, bequests, and /or endowments shall be approved and accepted by the Hubbard Library Board of Trustees providing that the donor's conditions of acceptance do not remove any control of the library from the Board or limit the use of the library patrons it serves. (ORC 3375.40(J))

Ways of Giving

Donations of Books and Other Materials

Gifts will be accepted with the understanding that they will be added only when needed in the collection. The same principles of selection which are applied to purchases will be applied to gifts.

THE LIBRARY CANNOT ACCEPT TEXTBOOKS OR READER'S DIGEST CONDENSED BOOKS. PERIODICALS WILL BE ACCEPTED WITH PRIOR APPROVAL OF THE LIBRARIAN ONLY. DONATED ITEMS WILL NOT BE ACCEPTED IF THEY ARE MILDEWED OR OTHERWISE UNSUITABLE FOR USE.

Donated items not added to the collection may be kept for Friends of the Library Book Sale, donated, or discarded.

If requested, patron may be given the following acknowledgment of his or her gift:

“This is to acknowledge your gift of _____ to the Hubbard Public Library. According to the IRS, it is up to you to assign a fair market value for income tax purposes. Thank you for thinking of your library. “

Memorial or Gift Book

The library welcomes honor or memorial book donations from the community.

Memorial books pay tribute to a departed loved one or express sympathy to someone who has lost a loved one.

Gift books may also mark a loved one's birthday or anniversary, pay tribute to a person who is retiring or graduating, or serve as a thank you to someone special.

Patrons may contribute money for the purchase of a memorial or honorary gift book. Patrons may also donate a new book for this purpose.

To donate a memorial item, complete sections A and B of Memorial/Gift Form. Upon request, memorial and honorary gifts will be indicated by an appropriate label. Notice of the gift will be sent as requested by donor. Submit completed form along with payment to the Library. Upon request, donor and family members may be notified when the memorial/honorary item is available for circulation.

Monetary Donations

All donations must be reported to the Hubbard Public Library Board of Trustees.

Monetary gifts valued five hundred dollars (\$500.00) or less will be deposited in the library's financial institution and will be reported to the Library Board in a timely manner.

Monetary gifts valued **more** than five hundred dollars (\$500.00) will be deposited into the library's financial institution. The Library Board will formally approve and accept such gift at their next regular meeting.

All donations must classify as either restricted or unrestricted:

- 1) Restricted means it was given for a specific purpose. Evidence shall be maintained that the restriction has been satisfied.
- 2) Unrestricted means it can be used for any legal purpose for which no repayment or special service for the contributor is expected.

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All monetary gifts are to be entered in the mail log, recorded in the Library's Gift Records, and prepared for deposit as soon as possible. Appropriate paperwork (Memorial/Gift Form or Monetary Donation Form) should be completed and forwarded to the appropriate Department Supervisor.

Substantial cash offerings, securities, and bequests will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.