

## **Hamilton Public Library Policy for Gifts in Kind**

The Library Board and Staff are grateful for the many offers of decorative items, pictures, furniture, plants, and the like. Because of limited space and esthetic considerations, however, we must be judicious in what we accept.

If you wish to donate an item, please provide a detailed description below. A committee from the Board of Trustees, in consultation with the Librarians, will meet to review these offers and determine what the Library can use. Please return this sheet to Librarians Barb Coger or Sandy Crumb. We may request to see the proposed gift before you are notified of our decision. Please be advised that a donation in kind becomes the property of the Library, and the Board and Staff reserve the right to use a gift as they deem appropriate.

We sincerely thank you for thinking of our library.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_