

Attachment F-16 Library Donation Proposal Form

Thank you for considering a donation to our library. To ensure that we can accommodate your generous contribution, please provide detailed information about your proposed donation. This form will help us understand your expectations for space, display, and management of the item(s).

1. Donor Information

- **Name:** _____
 - **Address:** _____
 - **Phone:** _____
 - **Email:** _____
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2. Description of the Donation

- **Type /Description of Item(s) (e.g, painting, sculpture, collection):**

- **Title/Name (if applicable):**
- **Dimensions (if applicable):**
- **Estimated Value (optional):**
- **Condition of Items(s):**
- **Special Instructions for Handling or Maintenance:**

3. Display and Space Expectations

- Preferred Display Location (if any):
- Do you envision the item(s) being displayed: ____permanently or ____ temporarily?
- Space Requirements (e.g., wall space, floor pedestal):

- Would you like the item(s) to be labeled with donor recognition?
 - If yes, please specify the recognition text:

4. Library Management

- Do you expect the library to insure the item(s)?
- Do you require regular maintenance or updates on the item(s)?
 - If yes, please specify:

- Would you like to retain ownership of the item(s) and loan them to the library?
- Are there any restrictions or conditions attached to this donation?
 - If yes, please specify:

5. Additional information

- **Do you have any specific expectations or goals for how the item(s) will be used or displayed?**
- **Are there any additional details or documents related to the item(s) that you would like to provide?**

6. Acknowledgement

I acknowledge that submitting this form does not guarantee acceptance of my donation. I understand that the library will review my proposal and contact me to discuss next steps.

Signature:

Date:

Library Use Only

- **Reviewed by:** _____
- **Date of Review:** _____
- **Decision:** _____

Notes: _____

Additional Information

See Financial Policy Section 12.4 Other Donations: In the event that a donation not addressed with this policy may arise, the Library Director will recommend the item be placed on the agenda for the next available BARLD meeting for approval. The BARLD Board of Trustees and Library Director will review and make recommendations regarding the donation prior to their approval. The BARLD Board of Trustees must approve all other requests prior to the Library accepting the donations.