



Gift Policy

A monetary gift to the LaGrange Association Library is one that will be enjoyed by the community for years to come.

Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Library Board deems appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Board. Restrictions must be submitted in writing.

Books and audio-visual items purchased with your contribution can be commemorated with a special bookplate, acknowledging your generosity. The Library will also send the honoree(s) a formal announcement of your donation.

Gifts to the LaGrange Association Library are tax-deductible. Please complete a [gift form](#) to enclose with your gift.

Donations of materials will be judged by the same selection standards that apply to purchased materials, as noted in the Library's materials selection policy. The cost of processing, availability of space and the physical condition of the item are also factors in the selection process.

Gifts of materials are accepted with the understanding that items which are not added to the collection will be sold in the Friends of the Library Book Sale or disposed of at the discretion of the Library Board and/or Director. Donated materials will not be returned to the donor. Proceeds from the Friends of the Library Book Sales are used to support Library programs and services.

All personal property, if accepted, is accepted only on the condition that it may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or the Library Director. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the item(s) to the Library will be required.

The Library will not appraise or estimate the value of gift donations. The responsibility for this assessment lies with the donor.

~ Approved by the Board of Trustees January 8, 2009



Gift Form

Please print this information and return your gift, payable to the LaGrange Association Library, to:
LaGrange Association Library
488 Freedom Plains Rd
Poughkeepsie, NY 12603

I have enclosed a gift of \$ _____

Please circle one in honor of in memory of in appreciation of in recognition of

On the occasion of _____

Send notification of the donation to _____

Address _____

You will be sent a receipt for your donation. Donation amounts are confidential, unless you request otherwise. Please initial here if you would like the honoree to know the amount of the donation. _____

Please use my gift to purchase (optional):

- a book
- an audio-visual recording
- computer software

General subject area: _____

My name _____

Address _____

Phone _____ Email _____

To donate other financial assets (stocks, bonds, etc.), please contact us for details.
Email lkarim@laglib.org or call Library Director Lisa Karim at 845-452-3141.

~Approved by the Board of Trustees January 8, 2009