



## Milford Public Library Gift Policy

The Milford Public Library gratefully accepts gifts, donations, endowments, and bequests that are appropriate to its mission. Contributions may be tax-deductible.

### Material Donations

Donations of new and gently used books, equipment, and audiovisual materials such as DVDs, audiobooks, or CDs will be reviewed for possible inclusion in the Library's collection.

### Monetary Donations

A monetary donation may be made in honor or memory of a loved one, special occasion, or as a general contribution to the Library.

### Other Gifts

The Library may be named as a beneficiary of a bequest in a will, beneficiary of a trust, insurance policy, or other personal monetary asset. The Library may also accept contributions from companies and foundations through employer matching programs as well as endowment gifts. Gifts of personal property may be accepted at the discretion of the Director.

### Other

No gift/donation will be accepted with restrictions, without prior approval of the Library Director. Donations may be recognized by personalized bookplates, inclusion on the Library's Digital Donor Recognition Display, and/or written acknowledgments.



Scan the QR code to view the complete **Gifts Policy** before making a donation

## Donation Procedures for Books, Magazines, and Media

Thank you for considering Milford Public Library as a place to donate your gently used books or DVDs. Please help us with our mission by following these handy tips and guidelines.



### We are likely to use:

Books in excellent condition

Books published within 10 years

Books with a wide appeal and bestsellers

DVDs and Audiobooks (on CD)

Items that fit our *Material Selection Policy*

### The library is unable to accept:

Books damaged, stained, torn, or mildewed

Textbooks, workbooks, or encyclopedia sets

Magazines or museum pamphlets

VHS tapes, audio cassettes, personal mix CDs

Puzzles, board games, or toys

All donations must be brought into the Library.

**For donations of three (3) to five (5) boxes, call 203-783-3307 to schedule a drop-off.**

*We are unable to accept large donations of more than 5 boxes at a time.*



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Milford  
Public  
Library

# Donation Information

57 New Haven Avenue  
203-783-3290  
milfordlibrary.org





## Gift Donation Form

### Donor Information (please print or type)

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

Street: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Phone or Email: \_\_\_\_\_

Would you like to receive an acknowledgement of your donation? YES / NO

### Reason for Donation (choose one)

> *In Memory of / In Honor of:*

Honoree's name: \_\_\_\_\_

> *Special occasion:* birthday / anniversary / retirement / other

Honoree's name: \_\_\_\_\_

> *General Donation:*

If you would like an acknowledgment sent to the honoree listed above, please provide address below:

Street: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

If you would like library staff to use the donation to select a book for the collection, please answer the following:

Collection Preference: ADULT / YOUNG ADULT / CHILDREN'S

Any topic(s) of particular interest? \_\_\_\_\_

Would you like a bookplate with honoree's name inserted in book(s)? YES / NO

Would you like to be notified when the book is available for checkout? YES / NO

Please make checks payable to:

Milford Public Library, 57 New Haven Avenue, Milford, CT 06460

For donations other than monetary ones, please see "Gift Donation Procedures for Books, Magazines, and Media." Thank you for your support of the Milford Public Library!