Indiana State Library
Donor Record for Monetary Gifts

Donor Name(s)_____

Address _____
Street City State Zip Code

Contact Name (if other than donor) _____

Contact Address _____
Street City State Zip Code

Phone Number _____ E-Mail _____

Amount of Monetary Donation _____ Method of Donation (i.e. bequest; cash; etc.) _____

If this gift is being made in honor of, in memory of, in appreciation of, or in recognition of, a particular person on the occasion of a particular event, please indicate this here:

_____

If you would like the library to send a donation notification to someone in particular, please provide the name and address:

_____
Name Street City State Zip Code

I would like the honoree to know the amount of the donation: (please check yes or no) ☐ YES ☐ NO

I, the Donor, have read the Indiana State Library Gift/Donation Policy and agree that my gift/donation should be handled in accordance with the policy.

Donor Signature(s): _____ Date: _____

☐ Check here if you'd like to receive updates on Indiana State Library and Foundation news and events.

Acknowledged and Accepted by the Indiana State Library:

_____
Signature Printed Name Date

* Thank you for your gift *

Indiana State Library Gift/Donation Policy

The Indiana State Library (the "Library") acknowledges the great importance of gifts and donations to the Library's operations and to its future development. The Library gratefully accepts gifts and contributions for the development of its collections, programs, and services. Modest gifts are much appreciated, as are larger contributions, bequests, and endowments.

The Library encourages donors to make monetary donations, bequests, and endowments to the Indiana state Library Foundation. Donations made to the Library may be transferred to the Indiana State Library Foundation at the discretion of the Indiana Library and Historical Board. Once accepted by the Library, Indiana Library and Historical Board, or Indiana State Library Foundation, gifts are considered permanent and will not be returned to the donor.

Prior to making any donation, please contact:

Indiana State Library
140 N. Senate Avenue
Indianapolis, IN 46204
Attn: Gift/Donation Coordinator

Ph: (866) 683-0008

Indiana State Library Foundation
140 N. Senate Avenue
Indianapolis, IN 46204
Attn: Foundation

Website: www.indianastatelibraryfdn.org

Types of Gifts the Library May Accept:

Unrestricted Monetary Gifts
Unrestricted monetary gifts will be used to purchase library materials or equipment, support library programs or collection development, or in other ways that assist the Library in its provision of services to the public.

Restricted Monetary Gifts & Endowments
Restricted monetary gifts and endowments will be used in a manner that is consistent with the restrictions and conditions placed on the donation.

Bequests
When the Indiana State Library is included in a will or estate, funds will be used to support library services and collections. Any restrictions on use of the funds will be honored.

Personal & Real Property
Gifts of real property can only be accepted with consent of the majority of the Indiana Library and Historical Board.

Gifts of personal property, such as art, portraits, antiques, collectibles, equipment, and other items may be accepted at the discretion of the Library Director or the Indiana Library and Historical Board.

Gifts of real and/or personal property are accepted with the understanding that the item may be sold, given away, or otherwise disposed of at the discretion of the Indiana Library and Historical Board. Any proceeds derived from such disposal may be used by the Library in a manner the Library deems most beneficial to its growth and development.

Library Materials
The Library welcomes library materials (books, periodicals, microform, manuscripts, etc.) for addition to its collection. Gifts of materials are accepted with the understanding that the Library reserves the right to determine whether the material should be added to the collection based on the Library's Collection Development Policy. If materials are accepted but not added to the collection, the Library will exercise the right to offer them to another library or otherwise dispose of the item(s). Items will not be returned to the donor.

Evaluation of gifts for inclusion in the collection will include consideration of the physical condition and content of the material and the cost to the Library in cataloging, maintaining, and preserving the materials. Any items added to the collection will be re-evaluated in the future on the same basis as purchased items.

Tax Considerations: Gifts made to the Library may be tax deductible. Once a gift of real or personal property is accepted, the Library may not be able to accommodate an appraisal. Thus, if you are considering a tax deduction and you wish to have your gift appraised, you should do so prior to making the donation. The Library will not perform appraisals. Acceptance of a gift which has been appraised does not in any way imply endorsement of the appraisal by the Library.

Acknowledgement of Gifts: The Library may formally acknowledge the donor's gift with a gift receipt or letter. However, any gift receipt or letter of acknowledgement will not include a statement of value for non-monetary gifts. If the donor wishes to have a list of items referenced in the acknowledgement, the donor should provide that list to the Library for attachment or inclusion in the acknowledgement letter. Public acknowledgement of gifts is at the discretion of the Library.