



## Donation Acknowledgement

West Perth Public Library welcomes donations for the purpose of enhancing library programs, services, collections and resources for the citizens of West Perth.

I hereby agree that the following donation to West Perth Public Library has become the property of the Library, and will be governed solely by the wishes of the West Perth Public Library Board.

In-kind donations may be used as needed, kept indefinitely, sold to raise funds for the Library, or disposed of in any other manner without prior notification.

Donor Information	
Date:	
First name:	
Last name:	
Address: _____ _____	
Phone number:	
Email address:	
Type of donation:  <b>Monetary</b>  Amount: \$ _____  <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit  <input type="checkbox"/> Other:	<b>In-kind</b> (non-monetary)  Description of item(s):

As per West Perth Public Library's *Donations, Sponsorships and Fundraising* policy,

Are there any requested directions or conditions as to how to use the donation? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details below:

acceptance of directed or conditional donations may require approval of the Library CEO or Library Board. Those considering such donations should direct their inquiry to the Library CEO. Upon request, the Municipality of West Perth will issue a receipt for the appraised value of an in-kind donation. West Perth Public Library will not assign a monetary value to in-kind donations. If a donor requires an appraisal for the purposes of the issuance of a tax receipt, it must be undertaken at the expense of the donor, by a reputable appraiser with relevant experience.

Donor Agreement
I confirm that I, _____ [donor name], have full authority to make this donation. Further, I hereby relinquish all claims, now or in the future, to the item(s) given.
Donor Signature:
Date:

Staff Use Only
Date Donation Received:
Staff member:

### Privacy

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1989 and shall only be used or disclosed to process donations made to West Perth Public Library. Personal information shall be retained only to fulfill the purposes for which it was collected, and protected by appropriate safeguards. Questions regarding the collection of this information should be directed to the Library CEO.