

**Bernardsville Public Library**  
**Donations to Local History Collection Acknowledgement**  
*Adopted March 18, 2008*

Thank you for your interest in donating items to the Local History Room of Bernardsville Public Library. We gratefully acknowledge receipt of your donation and thank you for your generosity and thoughtfulness. Gifts are always appreciated and are essential to the enrichment of the Local History collection.

The Local History Committee encourages and welcomes gifts and donations of artifacts, records, photographs and other memorabilia that relate in a meaningful way directly to the history of Bernardsville and surrounding areas. In deciding whether to accept a gift the Local History Committee must review the materials and consider the following criteria: readability and organization of the materials; appropriateness of the materials (how directly they relate to the history of Bernardsville); whether the materials add new information to the collection; the ability to store and house the materials in a safe and efficient manner and to provide access by interested persons; and whether the materials violate any current privacy or copyright laws. Materials not accepted will be returned to the donor, given to another institution of the Committee's choice, sold for the benefit of the library, or discarded.

Please complete the attached form for each category of materials you seek to donate. If the materials are accepted, your copy of the form is your receipt for the items. Although the library is a non-profit institution and gifts to it are tax-deductible, we are not permitted to place a dollar value on it. It is up to you to place a value on your donation.

On behalf of everyone at Bernardsville Public Library, thank you for your generous donation.

Sincerely,

Karen H. Brodsky  
Director

Marion Kennedy  
Local History Committee Chair

*For your records and in accordance with Internal Revenue Service reporting requirements, we inform you that no goods or services were provided to you in consideration for this gift.*

**Bernardsville Public Library**  
**Donations to Local History Collection Acknowledgement**

I hereby agree that acceptance of the items listed below is governed solely by the judgment of the Local History Committee or the Board of Trustees of Bernardsville Public Library. Unless I have indicated that I want the items returned to me if not accepted, I agree that these items may be utilized as needed; sold to raise funds for the Library, given to another library or similar institution, or disposed of in any other manner. Further, I hereby relinquish all claims, now or in the future, to the items that are not returned to me. If I have the right to do so, I give Bernardsville Public Library the right to digitize or photocopy these materials as necessary.

Signature of Donor \_\_\_\_\_

Name of Donor (Please Print) \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Brief description of item(s): \_\_\_\_\_

Check box below and sign if applicable:

If the materials cannot be accepted for addition to the Bernardsville Public Library Local History Collection, I opt to retrieve the items and will pick them up on notification. I understand that I will have up to two weeks to retrieve the items or the Local History Committee will utilize them as outlined above.

Signature if applicable: \_\_\_\_\_ Date \_\_\_\_\_

Staff initials \_\_\_\_\_ Date \_\_\_\_\_