

# PLAINFIELD PUBLIC LIBRARY

Mary Ellen Rogan  
Director

8th Street at Park Avenue  
Plainfield NJ 07060-2517

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## ***GIFT AGREEMENT***

I, We \_\_\_\_\_ hereby unconditionally donate to the Trustees of the Plainfield Public Library the articles described below or on the attached pages, and agree to the "**Terms Regarding Acceptance of Gifts**" as described on the reverse side of this agreement.

<b>Item</b>	<b>Description</b>	<b>Condition</b>	<b>Qty</b>
<i>(e.g. Document)</i>	<i>(e.g. Property Deed, 1941)</i>	<i>(Staff notation)</i>	<i>(1)</i>
<i>(Attach additional sheets as needed.)</i>			

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Donor Signature on line above

Print Name on line above

Date:

Phone:     /     -

Street Address:

City/Zip:

Email:

I am willing to be named or participate in any publicity arranged regarding this donation.

I am willing to have my name used for exhibit/publication credit, but do not use my name in publicity.

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Accepted for the Trustees of the Plainfield Public Library on *(date)* \_\_\_\_\_ by:

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Signature on line above

Title:

**Special Notes:** (Wording of credit line)

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Retain one completed copy and return second copy to: **Director, 800 Park Avenue, Plainfield NJ 07060.**

Adopted by the Board of Trustees on June 27, 2001 *(Rev. 9-21-2015 mer)*

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## TERMS REGARDING ACCEPTANCE OF GIFTS

The Trustees of the Plainfield Public Library accept the Donor's gift of the items listed on the obverse or on the attached pages, subject to the following terms:

1. By execution of this *Gift Agreement*, Donor affirms to be the lawful owner or has the authority to make this gift.
2. Donor grants permission to the Library to use, promote and market said gifts for the benefit of the Plainfield Public Library, including print or online publication.
3. The Donor acknowledges that upon execution of this *Gift Agreement* the objects will become property of the Plainfield Public Library, subject to display, storage, maintenance, and disposition as the library sees fit.
4. The Plainfield Public Library will take all possible steps
  - to accept only materials within the purview of its collection;
  - to make the materials available to the public through organized arrangement;
  - to store materials in the best possible environmental conditions;
  - to maintain security conditions appropriate to the materials; and
  - to assist the public in locating and handling needed materials.
5. The Donor is encouraged to seek advice of counsel before claiming deductions for the purpose of computing income and inheritance taxes under the laws of the state of New Jersey and the United States. The State of New Jersey has determined that the Plainfield Public Library as a government agency is a tax-exempt institution. "*An exempt organization certificate or number is not required for a governmental agency.*"