

# Friends of the Robert J. Kleberg Public Library

P.O. Box 985  
Kingsville, TX 78363

## GIFT ACKNOWLEDGEMENT FORM

I/We hereby give, transfer, and deliver all my/our rights, title, and interest in and to the property described below to the Friends of the Library as an unrestricted gift/donation, along with whatever literary rights I/we may possess to this property. All proceeds from the sale of items will be used to further develop the Robert J. Kleberg Public Library.

**DONOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

### GIFT DESCRIPTION:

FORMAT	QUANTITY	FORMAT	QUANTITY
HARDCOVER BOOKS		A/V MATERIALS	
PAPERBACK BOOKS		OTHERS	
PERIODICALS			

The Robert J. Kleberg Public Library, located at 220 N. 4<sup>th</sup> Street, Kingsville, TX 78363, phone number 361-592-6381, hereby accepts and acknowledges receipt of the material(s) listed above on behalf of the *Friends of the Library*. This is an unrestricted gift/donation on which the donor has placed a value of \$ \_\_\_\_\_. *Federal tax regulations prohibit the library from giving estimates of value or appraisals for donors. This is the responsibility of the donor. Please refer to IRS Publications 561 and 526 available online at <http://www.irs.gov>.*

### **\*\*PERMISSION TO TRANSFER OWNERSHIP TO LIBRARY\*\***

**NOTE:** The Friends of the Library has granted the staff of the Robert J. Kleberg Public Library permission to evaluate all gifts/donations before hand for use in the library's collections, programs, or services. In the event that the Robert J. Kleberg Public Library is unable to use this gift/donation, it will be placed in the Friends of the Library Bookstore.

\_\_\_\_\_ I/We grant permission to the staff of the Robert J. Kleberg Public Library to use any donated items for the library's collections, programs, or services.

*No goods or services were provided by the Library in return for this donation.*

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

\_\_\_\_\_  
Date

**One copy of this form is to be kept by the library, one copy is to be given to the donor if requested.**

### **FOR STAFF USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement sent on: \_\_\_\_\_

Call the Public Library at 361-592-6381 for Friends of the Library contact information.