

BAY COUNTY LIBRARY SYSTEM

Donation Procedure

I. DONATIONS RECEIVED AT BRANCH LIBRARIES:

1. Branch receives donation (Paypal, check, or cash). Branch writes receipt upon request.
 2. Branch fills out donation form and sends to Administrative Assistant. A copy of form is given to Branch Managing Librarian.
 3. Branch makes copy of check and sends copy to Administrative Assistant.
- Address of donor must be included. Administrative Assistant will add donor's name, address and amount to BCLS Donor List.
4. Branch will deposit the donation and will include each amount and each donor's name on weekly deposit slip under Dept. 8-Account 675.010.00.
 5. Branch Managing Librarian, or designated staff, writes thank you card.

(Note: The above procedure does not pertain to memorial contributions if they are given to purchase books/materials for the library or for generous overpayment for fines of services.)

II. DONATIONS – FOR MATERIAL PURCHASE

Donations given to purchase material for the library can be deposited in the same manner. Thank you letters/cards will be written by the Managing Librarian or designated staff.

III. DONATIONS – MEMORIALS - FOR MATERIAL PURCHASES

Donations given to purchase material for the library can be deposited in the same manner. A copy of the memorial stating the items to be purchased is given to the Managing Librarian. Department Head selects material to be purchased then sends to Acquisition Dept. for processing. Administrative Assistant will write thank you letters/cards to donor and to deceased's family.