

Attachment F-9
Receipt of Donated Materials

Library Donation Policy: The Library encourages and appreciates gifts and donations. The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the materials will be sold to raise funds to support the library or disposed of as necessary.

The Library generally does not accept:

- Dirty, moldy or torn books
- Cassettes, records, VHS tapes or laser discs
- Textbooks older than 2 years
- Encyclopedias

Library Staff, please fill out the fields below:

Date: _____

Received by: _____

Description of Donated Item(s): _____

Number of Items Donated: _____

Name of Donor: _____

E-mail, Phone, Address: _____

Comments: _____

The library does not provide tax donation letters or appraisals of value. Materials not added to the collection may be sold, donated or recycled. Thank you for your donation!

Value as estimated by the donor \$ _____ **(to be filled in by the donor)**