

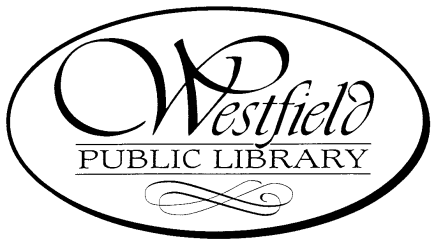


WESTFIELD WASHINGTON PUBLIC LIBRARY DONATION POLICY

”The Westfield Washington Public Library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final decision. Materials not added to the collection will be donated to the Friends of the Westfield Library, with all profits benefiting the Westfield Washington Public Library. A receipt for tax purposes is available upon request. By law, library staff is not allowed to assess a “fair market” value to the donation.

Since we cannot add these types of items to the collection or sell them through the Friends of the Westfield Library book sales, we will not accept the following:

- No water stains or mildew on items.
- No missing or torn pages in books.
- Book pages should not be yellow or brittle with age.
- No excessive writing on donated items
- Reader’s Digest Condensed books
- Textbooks
- Any encyclopedias older than 5 years old
- Music cassettes or abridged audio books or items that are not in good working condition
- Newspapers, Magazines, comic books
- Single volumes of sets or incomplete sets
- VHS tapes



The Westfield Washington Public Library accepts gifts of books, pamphlets, video tapes, audio cassettes, and the like with the understanding that they will be added to the collection only when needed. Any items deemed not needed in the collection will be given to the Friends of the Westfield library to be sold in their booksale. The library does not accept textbooks or items in disrepair.

The Westfield Washington Public Library wishes to acknowledge the donation of the following number of items donated:

Received by:-----

Date:-----

The dollar value of these donated materials will be determined by the donor. The Westfield Washington Public Library would like to thank you for your tax deductible contribution. Your support is greatly appreciated.

-----, *Library Director*

Donor's name-----

Address-----

City and Zip code-----

Telephone-----