

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 Public 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
- VHS tapes, music cassettes, and audiobooks that are not in good working conditions

We will accept the following items to be sold through the Friends of the Westfield Library book sales (these items will not be considered for the collection):

- Books with missing or torn pages
- Books containing pages that are yellow or brittle with age
- Items with excessive writing
- Reader’s Digest Condensed books
- Textbooks
- Encyclopedias less than 5 years old
- Music cassettes or abridged audiobooks
- Newspapers, Magazines, comic books
- Single volumes of sets or incomplete sets
- VHS

WESTFIELD WASHINGTON PUBLIC LIBRARY RECEIPT

The Westfield Washington Public Library accepts gifts of books, pamphlets, DVDs, audio recordings, and the like with the understanding that they will be added to the collection only when needed. Items deemed not needed to be added to the collection will be given to the Friends of the Westfield Library to be sold in their booksale. The Library does not accept 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 _____