

# WESTERN COUNTIES REGIONAL LIBRARY

## Used Book Donation Policy and Form

Branch .....

Date.....

Western Counties Regional Library is pleased to accept gifts of used books and other materials under certain conditions. Staff determines whether materials are acceptable and if they can be used to augment the library's condition. The library does not accept Reader's Digest Condensed Books, Harlequin romances and other similar paperback romances, magazines, sets of encyclopedias more than five years old or books in poor physical condition. It is understood that the Regional Library is free to use and assign such gifts as it sees fit in order to obtain the maximum value and use from such material.

Books and other materials not needed for the Regional collection may be sold in library booksales or otherwise disposed of in an appropriate manner. Proceeds from the booksales benefit the library book budget.

As a general rule, the library does not provide tax receipts for used book donations.

I am therefore making this donation in accordance with the above policy.

**Name of donor** (please print) .....

**Mailing address of donor** .....

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**Signature of donor** .....

Letter of acknowledgment requested.       Yes    No

Bookplate wanted, if book is added to the library collection.       Yes    No

If yes, please give suggested wording for bookplate, if any special wording is wanted.

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If you would like to receive information about your library via e-mail, please provide your e-mail address: \_\_\_\_\_ You may request an end to this service at any time. This information would include items such as monthly highlights, newsletters, annual reports, regional events and campaign information.