

# Marstons Mills Public Library

## Donation of Materials

Thank you for your interest in donating items from your personal collection to the Library. All gift items are evaluated for possible addition to the Library collection. Please understand that all items given become the property of the Library. Items you have given will be distributed in one of the following ways:

- Books and other materials that add to the scope or quality of the collection and are in excellent physical condition will be cataloged and added to the Library's holdings.
- Items not added to the Library's collection will be given to the Friends of the Library for their book sales (the proceeds of which benefit the Library), or offered to other libraries in the area.
- Items that are in poor physical condition, dated or inaccurate in context, or of the nature not normally added to library collections (examples include old text books and Readers Digest condensed books) will be discarded in the most environmentally sound way available, or will be returned to you if you wish.

Hardbacks: \_\_\_\_\_ Paperbacks: \_\_\_\_\_ Audio Books: \_\_\_\_\_

CDs: \_\_\_\_\_ Videos: \_\_\_\_\_ Software: \_\_\_\_\_

Other: \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

*Please keep this letter as a record of your donation. Donations are tax deductible to the extent allowed by law; however, it is against IRS regulations for Marstons Mills Public Library staff to assign values to donated items.*

**Tax ID #042-460-444**

-----  
Marstons Mills Public Library  
Donation of Materials-for Library use only

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Hardcovers: \_\_\_\_\_ Paperbacks: \_\_\_\_\_ Audio Books: \_\_\_\_\_

CDs: \_\_\_\_\_ Videos: \_\_\_\_\_ Software: \_\_\_\_\_

Other: \_\_\_\_\_

Book Plates: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_