



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

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

Received by: _____

Date: _____

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

Sheryl A. Sellers, Library Director

Please let this letter serve as your verification of a charitable donation to a non-profit organization. The Revenue Reconciliation Act of 1993 requires that we provide the following information as written confirmation of your gift.

Verification of Charitable Contribution
Westfield Washington Public Library
Federal Identification Number 35-6004214

Donor's Name _____

Address _____

City and Zip Code _____

Telephone _____