



Date: _____

Donor Name: _____

Organization (if applicable) _____

Street _____

City, State, Zip Code _____

DONATION: (check all that apply)

____ Used Books

____ Used Magazines

____ New Books

____ Used AV items (dvd, CD, video, audiobook)

MATERIALS DONATIONS TO THE LIBRARY

We welcome gifts and sincerely appreciate your willingness to support the library. We hope the following explanation will help you choose the best course to take.

All materials donated become the property of the La Crosse Public Library and are examined by library staff to determine which are to be added to the collection. The staff, in choosing books, assures that they meet the criteria established in the La Crosse Public Library Materials Selection Policy. Materials not selected are offered to other libraries in the Winding Rivers Library System. Those gifts still remaining are then placed in the annual book sale conducted by the Friends of the Library. The proceeds from these sales benefit the library in various ways. If you'd rather your materials were not placed in a book sale, we ask that you withhold your donation.

In the interest of staff time, bookplates and signatures are not removed from donations. If it would disturb you to find your bookplate or signature in an item being sold, we suggest that you remove them before you make the donation.

Finally, a word about appraising materials -- we are not permitted to appraise gifts for tax purposes, but we can give a written acknowledgement that a gift (books, magazines, etc.) was given.

We thank you for your gifts and your cooperation.