



**LA CROSSE
PUBLIC LIBRARY**

800 Main Street, La Crosse WI 54601

Materials Donations

We sincerely appreciate your willingness to support the library!

The library welcomes donations of gently used books and other select materials to be sold at our Friends of the Library Book sales.

How It Works

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, assure 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 book sales conducted by the Friends of the Library. The proceeds from these sales benefit the library in various ways.

Things to Know

- We cannot accept materials that are: moldy, damaged, dirty, or in a condition that would present a health risk to staff and volunteers.
- 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.
- If you'd rather your materials were not placed in a book sale, we ask that you withhold your donation.

Tax Information

If you would like a receipt for tax purposes:

- Review the information on the back.
- Sign and date the form.
- Have a La Crosse Public Library staff member sign and date that materials were received.
- Retain this form for your records.



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Acknowledgement of Materials Donation

In compliance with the Internal Revenue Code, this form will serve as your tax receipt for your gift. We further note that you received neither goods nor services in exchange for this contribution, or the value of any goods and services received falls within the definition of "low cost articles" under Section 513(h)(2) of the Code. Although we are not permitted to appraise gifts, you may assign a value to your gift for tax purposes.

Please accept this form as acknowledgement that your gift has been received by the La Crosse Public Library. No further acknowledgement will follow.

I agree to the uses by the La Crosse Public Library of donated materials as listed above.

Donor Signature

Date

Donor Name

Donation: *(check all that apply)*

- Books Magazines AV Items (DVD, CD, Audiobook) Other Items

We thank you for your gifts and cooperation!

<i>Staff Only</i> Received by:	Date:
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