

## Farnsworth Public Library: Donation of Items Policy, FAQs, Receipt

Thank you for considering donating to Farnsworth Public Library. Donated materials must be in excellent condition and meet specific criteria to be accepted by the Library. The Library reserves the right to evaluate all donations prior to acceptance. If accepted, your materials may be added to the Library's collection, sold at Library book sales, or offered to other local agencies.

The Library encourages donations of materials not readily available for purchase. For example, items of local history might only be obtained through donations. However, some of these items may be inappropriate for the collection. Therefore, the Library will not make commitments to keep donations as part of the collection until the material has been examined. Due to limited shelving space, only items that are deemed to enhance the Library's holdings will be accepted for the collection; all other material will be relegated to fundraisers or other local agencies.

The Library accepts donations of new or gently used books and media materials (DVDs, videogames, CDs, audiobooks), and reserves the right to reject materials for any reason. All donations are subject to the provisions listed below:

- Donated items become the property of Farnsworth Public Library.
- The Library is under no obligation to add materials to the collection or to notify the donor of disposition of items.
- Donated items may be reviewed for possible addition to the Library collection, based on condition and relevance to collection guidelines and policies.
- Items not added to the collection are given to the Friends of Farnsworth to sell at book sales. The proceeds benefit the Library.
- Donations may only be made during Library open hours and must be delivered by the donor to the Library's circulation desk or Bond meeting room, as directed by staff. Library staff cannot pick up donations from other locations and are unable to provide assistance carrying items from vehicles.
- Very large donations may be refused due to lack of space and/or staff. Library staff may require large donations to be brought in over a period of time or in smaller batches.

***Damaged, incomplete, soiled or musty books; Reader's Digest condensed books, textbooks, encyclopedias, and out-of-date nonfiction books will not be accepted.***

The Library will **not** add the following materials to the collection, but they may be included in library book sales or silent auctions:

- Cassette tapes
- VHS tapes
- Vinyl records

## **Frequently Asked Questions:**

**Q: If you don't add my books to the collection, can I get them back?**

**A:** Donations to the Library must be unconditional. They are non-returnable.

**Q: Is my donation tax deductible?**

**A:** Donations **may** be tax deductible. By law, Library staff cannot determine the value of a donation for IRS purposes. We will provide a form acknowledging the donation you made to the Library.

**Q: Where and when can I donate my books?**

**A:** Donations may only be made during Library open hours and must be delivered by the donor to the Library's circulation desk or Bond meeting room, as directed by staff. Library staff cannot pick up donations from other locations and are unable to provide assistance carrying items from vehicles.

**Q: What does Farnsworth Public Library do with donations?**

**A:** Your donation benefits the Library and is greatly appreciated. Donations may be added to the collection or sold as silent auction items, although the majority of items are given to The Friends of Farnsworth Library and sold at used book sales. The Friends generously donate the proceeds back to the Library to fund programming and to purchase other Library materials.

**Q: What can I do with materials the Library cannot accept?**

**A:** Recycle! Reuse! Most thrift stores accept books and other materials as donations, or you may decide to recycle the materials at Recycle Centers.

Adopted by Farnsworth Public Library Board of Trustees on January 25, 2022

## Farnsworth Public Library Donation Receipt

Thank you for your recent donation! Your contributions support literacy, educational classes and events, and outreach programs for people of all ages throughout Oconto County. Your donation **may** be tax deductible. We cannot assess the value of your donation. Please complete the information below and keep this for your tax purposes.

**Name:**

**Address:**

**Date of Contribution:**

**Amount of Monetary Donation** (for monetary donations only): \_\_\_\_\_

**For other donations:**

Quantity	Description of Items

**Total Value of Donation (as determined by donor):** \_\_\_\_\_

Thank you again for your support of Farnsworth Public Library. Sincerely,

\_\_\_\_\_  
*(Signature of library staff member)*

\_\_\_\_\_  
*(Date)*

Farnsworth Public Library  
715 Main Street  
Oconto, WI 54153

No goods or services were provided in exchange for this donation.

Farnsworth Public Library is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 39-6005556.