

West Bend Community Memorial Library Donation Policy

We welcome your donation of books and other library materials to the West Bend Community Memorial Library. Materials are particularly welcome which fall within the scope of the library's collection development policy and which are not already held within the library's collections.

All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services. Gifts may be either added to the collection, sold with the proceeds to benefit the library, passed on to other libraries, or discarded if necessary.

There is a limit of four (4) bags or boxes accepted at one time. All donated materials must be delivered to the library.

Criteria for adding materials include: timeliness, condition, and relevance to collection guidelines and policies. In general, material donations should be less than three (3) years old and in good condition, i.e. not musty, moldy, damp, etc. Donations falling within the following categories generally will not be added to the library's collections:

- Textbooks
- Scattered or single volumes of a multi-volume set
- LP or cassette musical sound recordings
- Newspapers
- Pamphlets
- National Geographic magazines
- Encyclopedias
- Titles which the library already owns

Magazine donations are reviewed for individual issues which can be used to replace missing back issues of titles already subscribed to by the library.

Further options for donating materials:

- The AAUW (American Association of University Women) will accept used books for their annual book sale (see the above highlighted section for applicable exceptions).
- Some schools or day care facilities may also accept used magazines.

For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The library is unable to assess the value of these items. Information on IRS rules and regulations regarding charitable deductions can be found in the

*U.S. Treasury, IRS Publication 526, "Income Tax Deduction for Contributions,"
or through the local Internal Revenue Office
310 W. Wisconsin Ave. Milwaukee, WI 53203.
Hours: Monday-Friday – 8:30 a.m.- 4:30 p.m. Phone: (414) 297-1662*

Approved by the West Bend Community Memorial Library Board on July 1, 2003

Thank you for your cooperation. West Bend Community Memorial Library Board of Trustees