

Donation Guidelines

Thank you for your donations. Library staff will review materials for possible inclusion in our Collection and pass all other items to the Friends of the Staunton Library for their book sales. Because of space limitations, we must decline the following donations:

1. **Magazines and Periodicals**
2. **Reader's Digest condensed books**
3. **Encyclopedias & World Knowledge Series**
4. **Damaged books**, for example:
 - a. Books missing a cover;
 - b. Moldy books;
 - c. Books with loose binding (loose pages); and
 - d. Water-damaged books.
5. **Books and software that are more than 5 years old in these areas:**
 - a. Medical/health advice books;
 - b. Travel/restaurant guides;
 - c. Computer software manuals;
 - d. Computer software;
 - e. Computer games.

This form will serve as your tax receipt. Please fill out and submit with your donation. Staff will sign and return the white copy to you.

PLEASE PRINT

Tax Receipt Form

Mr./Ms./Mrs.

Name

Address

City

State

Zip

()

Telephone Number

has donated the following materials to the Staunton Public Library:

# of items	Item Description (Books, PB books, DVD's, etc.)	Value of items
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# of items	Item Description (Books, PB books, DVD's, etc.)	Value of items
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NOTE: Donor must provide value of items or receipt cannot be provided.

Staff Member

Date

NO GOODS OR SERVICES WERE RECEIVED IN EXCHANGE FOR THIS DONATION



1 Churchville Ave. - Staunton, VA 24401 - (540) 332-3902