

# the Skaneateles Library

## BOOK DONATION FORM

***Thank you for donating your used books and other materials to the Skaneateles Library!***

Proceeds from library book sales contribute to library's annual operating costs, and the success of our book sales rely on your generous donations. Library staff may review donated materials to select suitable items for the library's collection, but most items go into the library's book sales. Unsold books may be donated to other area nonprofits.

### **We gladly accept:**

- books in good condition (clean, dry and mold-free)
- commercially recorded media: music on CD, audio books on CD and movies or TV shows on DVD and Blu-ray
- jigsaw puzzles with complete pieces

### **Sorry, but we can't take:**

- technical or legal manuals
- textbooks, theses or dissertations
- encyclopedias
- VHS or cassette tapes
- magazines or catalogs
- items which are unhealthy to handle or dirty, moldy, musty, chewed or damp
- Bibles
- Reader's Digest Condensed Books
- CD-ROMs, computer software or games
- travel guides more than 5 years old
- homemade media recordings

### **Receipts**

The Skaneateles Library Association is a 501(c)(3) non-profit organization. The library does not assign a value to the items you donate. The following form is a record of your donation:

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### **DONATION RECEIPT SKANEATELES LIBRARY**

**Donor Name:** \_\_\_\_\_

<b># of Items</b>	<b>Type of Material</b>	<b># of Items</b>	<b>Type of Material</b>
_____	Hardcover Books	_____	Books on CD
_____	Paperback Books	_____	Jigsaw puzzles
_____	DVDs	_____	Records
_____	Music CDs		
_____	Other: _____		

**Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

### **THANK YOU!**

The Skaneateles Library is a 501(c)(3) non-profit organization.  
Please retain this receipt for income tax purposes.