



Donation of Materials to the Library

The Lyons Regional Library appreciates your interest and willingness to donate items to its collection.

The appraisal of a gift to the Library for tax purposes is the responsibility of the donor. Please provide a written description of the contribution (e.g. 15 picture books; 3 DVDs; etc.) and the Library will give you a copy of this form as a receipt.

I am donating the following materials to the Lyons Regional Library with the understanding that the items may be added to the collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection. I understand that the Library cannot guarantee that any gift will be a part of the collection permanently.

I understand that by signing this form I relinquish all ownership rights to the materials in question, and that these materials will not be returned if they are not added to the collection.

This form is your receipt. Please keep it with your other tax records.

Signature of Donor:

Date:

Staff Signature:

Description of Donated Materials:

Estimated Value of Donation:

FOR STAFF USE ONLY:

Items:

Value of items: