



Friends of the Santa Fe Public Library

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GIFT MATERIAL RECEIPT

Donor's Name: _____

Donor's Address: _____

Number of Items Donated: _____

Books: _____

CDs & DVDs: _____

Received by: _____

Date: _____

GIFT MATERIAL POLICY

The Friends of the Santa Fe Public Library appreciate your gift. All donations become the property of the Friends. Those items not currently needed by the Library are sold by the Friends in their bookstores or at their book sales. Proceeds from the Friends of the Santa Fe Public Library's bookstores and book sales go to support the Santa Fe Library, purchasing new books or other media and supporting library programs. Unsold items will be distributed in an appropriate manner.

MEMORIAL GIFTS added to Library collections can be identified by a bookplate showing the name of the donor and the person honored. No conditions may be placed on donated materials.

All donations are tax deductible, although the Library staff and the Friends are prohibited by law from assigning a monetary value to the gifts. If a list of donated material is required, it must be compiled by the donor before delivery.

The Friends have an ongoing need for donations; however, due to lack of space we can no longer accept the following:

- Dirty, shabby, soiled, moldy, water-damaged, or animal-damaged books
- Books that are ripped, torn, or with excessive marking
- Reader's Digest condensed books
- Encyclopedias, real estate, law, or medical books
- Textbooks
- VHS, audiocassettes, or vinyl albums
- Magazines (the library can take limited numbers of these for the "freebie shelves")