

**GIFT OF MATERIALS RELEASE FORM**

Staff Initials:

**The library welcomes the following donations:**

- Current or popular authors, fiction or nonfiction in excellent condition
- Children’s titles in excellent condition
- Movies on DVD and blu-ray in their original packaging and in excellent condition
- Music CDs and Books on CD in their original packaging and in excellent condition
- X-box One, PlayStation 5, and Nintendo brand console games with original packaging and in excellent condition

**The library cannot make use of:**

- Items published over 5 years ago
- Advance readers copies
- Textbooks or encyclopedia sets
- Back issues of magazines or journals
- Older format videogames, VHS, cassettes, records, computer software, and other outdated audiovisual formats
- Items discarded by libraries
- Materials in poor condition: yellowed pages, water damaged, moldy, torn, written in, highlighted, or other physical damage

I, \_\_\_\_\_, (print name) *hereby release all gifted materials to SGPL. I understand that the library reserves the right to use and dispose of gifts as it sees fit; no condition relating to any gift may be imposed after its acceptance by the library. Donations of materials will **not** be considered as payment for outstanding library fines.*

\_\_\_\_\_  
*Signature of Donor*

\_\_\_\_\_  
*Date*

**OPTIONAL CHARITABLE TAX RECEIPT**

Would you like to receive a charitable tax receipt for your eligible materials?       YES       NO

If Yes, please fill in the information below. If No, please submit form.

<b>Donor Name (Adult, 18+ yrs)</b>		
<b>First:</b>	<b>Last:</b>	<b>Middle Initial (required):</b>
<b>Address:</b>		
<b>City /Province:</b>	<b>Postal Code:</b>	<b>Phone #:</b>
<b>EMAIL:</b>		

Charitable Tax Receipts will only be issued for materials accepted into the library’s collection up to 70% of current fair market value.  
Charitable Tax Receipts can not be issued for items put into Book Sales.

**Dedication:** *We can add a bookplate featuring the name of someone who you are honouring with your donation*