



DATE: _____

DONATED MATERIALS RELEASE FORM

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.

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, Playstation, Wii and Nintendo brand console games with original packaging and in excellent condition

The library cannot make use of:

- Textbooks or encyclopedia sets
- Back issues of magazines or journals
- VHS, cassettes, records, computer software, and other outdated audiovisual formats
- Items discarded by other libraries
- Materials in poor condition: yellowed pages, water damaged, moldy, torn, written in, highlighted, or other physical damage

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

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

ELIGIBILITY FOR CHARITABLE TAX RECEIPT

If your items are accepted into our collection, we can issue a charitable tax receipt for up to 70% of current fair market value of your donation. Books that are not accepted are put into storage for the Friends of the Spruce Grove Library Society’s book sales. Funds raised from those support library programs, purchase library furniture, and help us to develop special collections. Charitable tax receipts cannot be given for items put into the book sales.

Yes! I would like a charitable tax receipt if eligible.

Signature of Donor

Staff Initials