

the Skaneateles Library

BOOK DONATION GUIDELINES

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, records (LPs, 78s, 45s) 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:

DONATION RECEIPT SKANEATELES LIBRARY

Donor Name: _____

# of Items	Type of Material	# of Items	Type of Material
_____	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.