

**FRIENDS OF BELLEVILLE PUBLIC LIBRARY  
BOOK DONATION FORM**

The Friends of Belleville Public Library is a group of volunteers dedicated to enhancing library services. Proceeds from two used book sales each year contribute to library programs, collections, and services. Our book sales rely on your generous donations. Donations are accepted at the library. If you have a large amount, please call the library to discuss your donation (608-424-1812). At the Friends request, library staff review donated materials to select suitable items for the Library's collection. Remaining books and materials go into the Friends book sales. Unsold books may be donated to other area libraries, or recycled, if necessary.

**We gladly accept:**

- books and other items in good condition, clean, dry, mold-free (especially children's books, CDs, and DVDs, as well as large print books)
- commercially recorded items: music on CDs, audio books on CDs, movies on DVD, and Blue-ray
- records (LPs, 78s, 45s)
- puzzles and games.

**Sorry, we can't take:**

- items which are unhealthy to handle or dirty, moldy, smelly, burnt, chewed, or damp.  
(General Guideline: If you would not give it to a friend, please don't give it to the Friends!)
- books with missing covers
- textbooks
- encyclopedias
- National Geographic magazines
- Reader's Digest condensed books, except large print editions.

**Receipts**

The Friends is a 501(c)(3) non-profit organization, and you may be able to deduct the value of your donation on your income taxes if you itemize deductions. The library does not assign a value to the books you donate. You will need to determine the value of your donation yourself. The following form is a record of your donation:

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**DONATION RECEIPT FORM**  
FRIENDS OF BELLEVILLE PUBLIC LIBRARY  
130 SOUTH VINE ST./P.O. Box 140  
BELLEVILLE, WI 53508

Donor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

<b>Number of Items</b>	<b>Type of Material</b>
_____	Hardcover Books
_____	Paperbacks
_____	DVDs/Videos
_____	Books on Tape/Compact Discs
_____	Magazines
_____	Records
_____	Other: _____

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

**THANK YOU!**

The Friends of the Belleville Public Library is recognized as a non-profit organization. Our tax identification number is 39-1927005.  
Please retain this receipt for income tax purposes.