



**Madison Public Library**  
201 W. Mifflin Street  
Madison, WI 53703

## Acknowledgement of Materials Donation

The Madison Public Library accepts gifts of new and used books, compact discs, DVDs, and other similar materials. Items may be added to the collection in accordance with the selection policy of the library.

Once donated, items become the property of the Madison Public Library, and may be given to other libraries or non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

This completed form acknowledges receipt of donated items. The library is unable to set a fair market or appraisal value. It is recommended that the donor make an itemized list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

*I agree to the above listed uses of the material that I have donated to the Madison Public Library.*

\_\_\_\_\_  
Donor's Signature

Please complete the following information for your records.

Donor Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# Of Items	Type of Material	# Of Items	Type of Material
_____	Hard Covers	_____	Videos
_____	Paperbacks	_____	DVDs
_____	Books on Tape/Compact Disc	_____	Magazines
_____	Compact Discs	_____	Other _____

Received At: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

*Thank you for your donation.*