



DONATIONS OF LIBRARY MATERIALS

The Hillsboro Public Library encourages and accepts donations of library materials with the understanding that such materials will be added to the collections only if they meet the same selection criteria that the library uses when purchasing materials. Materials accepted include hardcover books, paperbacks, children's materials, DVDs, CDs, cassettes, LPs, audio books, software and game cartridges.

Please bring all items for donation to the Hillsboro Main Library at 2850 NE Brookwood Parkway, Hillsboro, OR 97124.

Donations are considered outright and unrestricted, to be used in the best interest of the Hillsboro Public Library. Donors should not assume that the materials they donate will be added to the collection. Donors who wish to donate only if the item will be added to the collection must consult the Technical Services and Collection Development Manager.

Hillsboro Public Library employees cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by a qualified party before bringing donations to the libraries. For your records, the **Library's Tax ID number is: 93-6002183W.**

The Hillsboro Public Library is not a depository for records, in any format, owned or loaned by agencies, organizations, or individuals, either on a temporary or permanent basis.

Materials donated as bequests and memorials are encouraged. Donors should consult the appropriate Manager for Reference and Adult Services or for Youth Services before purchasing items to insure they are not already in the collections and to be approved as appropriate for the Hillsboro Public Library. Memorials will be marked with a bookplate and notice sent to family members.

Monetary donations, bequests, and memorials over \$1,000 are encouraged through The Library Foundation of Hillsboro. Donors should consult the Library Director for further information.

The library materials (listed here and/or on the attached sheet) are given to the Hillsboro Public Library system freely and unconditionally according to the stated procedure:

ITEMS: _____

FROM

DONOR NAME: _____

ADDRESS: _____

RECEIVED BY: _____ **Date:** _____

Library staff