MEMORIALS AND GIFTS

The Public Library of Steubenville and Jefferson County appreciates the donations of books and materials for use by the library. Materials donated to the library will receive the same review as new items being purchased for the library collections.

The library can no longer accept as donations the following items:

Record albums, VHS, tape cassettes, encyclopedias, school textbooks, reference books, and magazines

The library system may use donated items as it determines appropriate in conjunction with the Collection Development Policy; which may include placing the item(s) in whatever collection is most appropriate. Donations may be shared with other library branches, placed with the library's paper recycling program, or set out on our FREE shelves.

Unde	rstanding this policy, I do he	reby grant, convey, and	d assign all of my rights to these donate	d items.
Name	e of Donor:			
Signa	ture:			
Addre	ess:			
Phone	e:			
Descr	iption of donation:			
Dona	tion info:			
	Memorial Donation			
	Book Plate Should Read:	Donated By:	In Memory Of:	
	Letter of Recognition shou		ent address than above):	
	General Donation			
	IRS receipt requested (The library system will issue an IRS receipt for donated items WHICH CAN BE USED IN THE LIBRARY'S COLLECTIONS in the form of an inventory of such items. We are unable to provide an estimated value of items as per IRS rules and regulations.)			
OFFICE	USE ONLY		9	
DATE RECEIVED:		LOCATION OF DONATION (circle one) STE STS STT STB STL STD STA STK		
STAFF NAME:			IN PERSON BY MAIL BY PHONE_	weeks a second
Date letter sent by Director: Director's signature:				
Tech Pr	ocessing: Call number of iter	n: Barco	ode:	