



**Friends**  
of St. Charles City-County Library

# IN-KIND DONATION FORM

Donor name \_\_\_\_\_ Date of Donation \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

Description of item(s) donated:

\_\_\_\_\_  
\_\_\_\_\_

Location of Material Donation:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Friends Sorting Area      | <input type="checkbox"/> Deer Run Branch          | <input type="checkbox"/> Augusta Branch                  |
| <input type="checkbox"/> Kathryn Linnemann Branch  | <input type="checkbox"/> Kisker Road Branch       | <input type="checkbox"/> Boone's Trail Branch            |
| <input type="checkbox"/> Middendorf Kredell Branch | <input type="checkbox"/> McClay Road Branch       | <input type="checkbox"/> Portage des Sioux Branch        |
| <input type="checkbox"/> Spencer Road Branch       | <input type="checkbox"/> Discovery Village Branch | <input type="checkbox"/> General Administration Building |
| <input type="checkbox"/> Corporate Parkway Branch  | <input type="checkbox"/> Winghaven Branch         |  |

(Branch staff please return top portion to GA attn: Friends of the Library)

## DONOR RECEIPT

Friends of the St Charles City-County Library Tax ID #: 43-1458117

The Friends of the St. Charles City-County Library has been granted not-for-profit status under section 501 (c) (3) of the Internal Revenue Service code. Accordingly, contributions made to the organization are deductible for federal income tax purposes. All contributions must be supported by this letter. We encourage you to consult your tax advisor regarding deductibility to you.

Items Donated: \_\_\_\_\_

Donation Value: \_\_\_\_\_

Donation Location: \_\_\_\_\_ Donation Date: \_\_\_\_\_

Neither the St. Charles-City County Library District nor the Friends of the Library may place a value on non-cash donations. Any stated value is determined solely by the donor.

Gifts of specific items such as books, audio-visual materials, periodicals and other materials to the Friends of the Library may be offered to the St. Charles City-County Library for its library materials collection and shall be subject to the same procedural consideration that is utilized when items are considered for purchase. Factors such as physical condition, duplication of material, lack of community interest, processing costs or inadequate space may prevent the addition or retention of items in the collection. The Friends of the Library may offer donated materials for sale to the public that cannot be used by the Library. The Friends of the Library may, at their discretion, dispose of items they deem to be without value.