



St. Joseph Public Library

_____ Date

Dear Friend:

Thank you for your donation to the St. Joseph Public Library.

Contributions such as this are either added to our collection, placed in a sale of used materials, the proceeds of which support the activities of the Friends of the St. Joseph Public Library, or recycled.

The Revenue Reconciliation Act of 1993, which became effective January 1, 1994, establishes substantiation requirements for charitable contributions of \$250 or more. This letter serves as written substantiation for your donation. The maximum amounts charged for materials at our used book sale are listed to assist you in calculating the value of your donated materials. Hardback books, books on CD, music CDs, and DVDs are valued at \$2.00; paperback books, record albums, VHS, and cassettes are valued at \$1.00.

The St. Joseph Public Library confirms the receipt of:

Hardback books _____

Books on CD _____

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DVDs _____

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Cassettes _____

Other: _____

Name of library staff receiving donation: _____

Again, we deeply appreciate your interest in our services and collections. Thank you for your donation.

Sincerely,

St. Joseph Public Library