

## DONATION FORM

Thank you for your donation to Poets House. Over the years, supporters like you have helped to build the Reed Foundation Library, a 70,000-item poetry library that is free and open to the public. Books, chapbooks, journals, and multimedia titles are cataloged and added to our collection. New titles are included in our annual Showcase exhibition of the year's poetry publications. We bookplate donated items to reflect your support.

Date: \_\_\_\_\_

Do you need a copy of this form for your records?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Donated by: \_\_\_\_\_

(This name will appear on the bookplate. Please indicate exactly what you would like to appear, including *Anonymous, In Memory of*, etc.)

Address \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Check here if you DO **NOT** wish to receive correspondence from Poets House

Please indicate the approximate number of each item you are donating.

\_\_\_\_\_ Book(s)    \_\_\_\_\_ Journal(s)    \_\_\_\_\_ Multimedia    \_\_\_\_\_ Chapbook(s)    \_\_\_\_\_ Mixed

Please describe your donation, listing titles if space permits \_\_\_\_\_

Poets House relies on donations from hundreds of donors each year to ensure that our library continues to grow. All donors agree that their donations are made freely and that they become the property of Poets House. Under no condition can they be returned to the donor. IRS tax regulations require that you keep track of your donation with this receipt. We are prohibited by law from assigning a value to these donations.

We regularly receive duplicate donations of individual items. In order to make the most of these donations, we may do the following with extra items donated to the library:

- Store items on- or off-site;
- Exchange items with other libraries to fill in gaps;
- Sell items through various means including book sales on site to support the collection ;
- Discard items that present dangerous conditions such as mold; and/or
- Donate items to other libraries and organizations.

On behalf of Poets House and its staff, volunteers, and Board of Directors, thank you for your thoughtful and generous contribution to our library.

\_\_\_\_\_  
(Donor)

\_\_\_\_\_  
(Poets House staff)

Poets House is a 501(c)(3) organization. Donations are tax-deductible to the extent permitted by law.