

🏠 Poets House Book Donation Form 🏠

Thank you for your donation to Poets House! Over the years, supporters like you have been essential in building 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: _____
(Please also indicate what should appear on the bookplate: e.g., *In Memory of*, *Anonymous*, 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: _____

All donors agree that their donations are made freely and that they become the property of Poets House and cannot be returned to the donor. IRS tax regulations require that you keep track of your donation with this receipt. Poets House is a 501(c)(3) organization, and donations are tax-deductible to the extent permitted by law. We are prohibited by law from assigning a value to these donations. As we have limited space for storage, we reserve the right to accept only those materials we deem necessary for the collection. We suggest a financial contribution to assist in processing donations of over 25 items.

We may do any of the following with donated materials:

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

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 signature)

(Poets House staff signature)