



Donor Information Form

Thank you for your interest in donating materials to the San Diego County Public Law Library (SDCPLL). We gratefully accept donations for the development of our collection. Donations are treated as new acquisitions and thus are evaluated by the same standards applied to new purchases to safeguard quality, consistency, and relevance to the needs of SDCPLL's users.

We understand your wish that donated materials be used in the collection. Therefore, we request that prior to donating material you **provide the library with a list of items you wish to donate**. Library staff will review your list and advise you as to which items are suitable for the library's collection. This process may take several days.

We ask that you arrange for the delivery of materials to the library as we do not have the personnel or transport to provide this service.

All donated material becomes the property of SDCPLL. The library does not guarantee that donated material will be added to its collection. Any donated material deemed unsuitable for the collection may be sold or discarded at the library's discretion.

If you wish to receive an acknowledgement letter from the library, please fill out the bottom of this form and submit it with your donation. The library will send you a letter of acknowledgment indicating the number of items donated. However, what you claim to the IRS regarding your donation is a matter between you and the IRS. Under current law, the library is not able to certify the monetary value of donated materials. Any independent appraisal or assessment of your donation must be completed prior to donating the materials to SDCPLL.

Your list of items for donation can be faxed (Attn: Acquisitions Librarian) to the library at: (619) 238-7716

Or mailed to:

Acquisitions Librarian
San Diego County Public Law Library
1105 Front St.
San Diego, CA 92101

San Diego County Public Law Library Donor Acknowledgement Form

Please send me a letter acknowledging my donation of materials to the San Diego County Public Law Library. I understand that the library is unable to provide me with a list of materials donated or a valuation on my donation.

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (in case a question arises regarding your donation) _____