



4431 W. Houghton Lake Drive, Houghton Lake, MI 48629
www.hlpl.org - 989.366.9230

MATERIALS DONATIONS

Houghton Lake Public Library happily accepts donations of materials according to the following guidelines:

1. Donated materials will be added to the Library's collections at the discretion of library staff, following guidelines established by the Library Board of Trustees.
 2. Items not added to the Library's collections may be donated to other libraries, offered for sale, or properly disposed of through recycling when possible.
 3. The Library accepts the following materials: books, CDs, DVDs, and artwork. If you have another item that you are considering donating to the library please contact us, HLPL is open to suggestions.
 4. The Library cannot accept magazines, textbooks, encyclopedias, or condensed books.
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I, _____, donated the following items to the Houghton Lake Public Library:

in accordance with the guidelines above on this date: _____.
These items are believed to be valued at \$ _____.

Signature of donor _____

Acknowledgement of receipt by library staff member:

Signature _____ Date: _____

Donations may qualify as a tax deduction, check with your tax advisor.