

Library Donation Policy

We welcome your donation of books and other library materials to the West Bend Community Memorial Library.

All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services of the West Bend Library. Gifts may be added to the collection, sold with the proceeds to benefit the library, passed on to other libraries, or discarded if necessary.

Items that are burdensome to the library's operation may be declined. This may include damaged (soiled, musty, moldy, damp, etc.) items or large donations that exceed our processing capacity at the time of donation.

For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The library is unable to assess the value of these items. Information on IRS rules and regulations regarding charitable deductions can be found in the U.S. Treasury, IRS Publication 526, "Income Tax Deduction for Contributions," or through the local Internal Revenue Office at 310 W. Wisconsin Ave. Milwaukee, WI 53203. Hours: Monday-Friday – 8:30 a.m.- 4:30 p.m. Phone: (414) 297-1662

Approved by the West Bend Community Memorial Library Board 1/21/2025