

# Book Donation Guidelines

Dear Donor,

Thank you for considering donating books to our academic library. Your contributions greatly enhance our resources and support our mission of promoting education and research.

## Donation Guidelines

- **Condition of Books:** Please ensure that the books are in good condition, with no missing pages or excessive markings.
- **Acceptable Materials:** We accept textbooks, scholarly publications, novels, and reference materials. Please check with us before donating materials that fall outside these categories.
- **Quantity Limit:** We appreciate donations of all sizes, but please let us know if you are donating a large collection.
- **Tax Deductible:** Donations may be tax-deductible. We can provide a receipt upon request.

## How to Donate

Please contact us at [donations@library.edu](mailto:donations@library.edu) to arrange for your donation. We can provide further instructions and discuss any specific questions you may have.

Thank you once again for your support!

Sincerely,  
The Academic Library Team