

**Washington County (Oregon) Law Library**  
**BOOK DONATION CHECKLIST**  
**Updated April 2009**

If you wish to donate books to the Washington County Law Library, or if you wish assistance locating recipients for your law book collection, please include the following information when you email the Law Library ([lawlibrary@co.washington.or.us](mailto:lawlibrary@co.washington.or.us)).

1. Exact title of monograph, volume, or set (and publisher):
2. Optional: name of author(s):
3. Range of volumes (e.g. Or Practice vols. 1-8, Fed Supp 150-400):
4. Copyright date of each title:
5. Optional: Copyright date of each volume if volumes issued on different dates:
6. Date of latest pocket parts (or supplements):
7. Number of volumes (if not in "range of volumes" above):
8. Condition of set (excellent, good, usable, etc.):
9. Are they in boxes or does recipient need to provide boxes?:
10. If in boxes how many boxes need to be transported?:
11. What size vehicle might be needed for transport (e.g. bicycle, Trimet, 1967 VW, 2002 Subaru, Hummer, delivery van, moving van, U.S. Postal Service?):
12. Will you deliver?:
13. If pickup only, where to be picked up (e.g. downtown Portland, Hillsboro, Pendleton):
14. When? Is there a Must Be Picked Up By date?:
15. If no nonprofit/government recipient exists, are you willing to donate to a private party, e.g. a new attorney?:
16. Contact name and number (to be given to recipients who will contact you directly for details):
17. Does donor need donation receipt letter for tax purposes?:

Please feel free to contact the Law Library if you have questions: 503-846-8880 or email: [lawlibrary@co.washington.or.us](mailto:lawlibrary@co.washington.or.us)

Thank you.