



DONATED BOOKS RELEASE FORM

To be completed by donor:

Books and other physical materials are gratefully accepted by the Library with the following frameworks: No conditions may be attached to their disposition and only those materials which prove to be in good physical condition and which conform to the collection goals, guidelines and policies are added to the collection. The Collection Management Department acknowledges all donations. However, the appraisal of gifts for tax purposes is the responsibility of the donor. In general, the Library conforms to the "Statement on Appraisal of Gifts" developed by the Association of College and Research Libraries.

Name of Donor (print): _____

Signature of Donor: _____

Date _____

I would like to receive a letter of acknowledgement.

Yes _____ No _____

If you wish to receive a letter, please provide your mailing address:

To be completed by Library staff:

Date: _____

Brief description of Donation:

Received by (staff or librarian): _____