

MATERIALS DONATED TO THE LIBRARY

(Please fill out this form only if you want a letter of acknowledgment for your donation from the library. Please return the form to a librarian once you've filled it out.)

Gift Policy

The Library welcomes gifts of materials that are consistent with Collection Guidelines, and with the stipulation that gifts become property of the Library. As such, materials may be added to the collection or disposed of at the discretion of the library staff.

Materials received as gifts will be evaluated by the same criteria as materials purchased. The Library will determine the classification, housing, and circulation policy for all gifts.

Each donor will receive written acknowledgement that states the number of items donated. Appraisal of the gift for tax purposes is the responsibility of the donor.

Donor: _____

Address: _____

Date: _____

Books donated (indicate number):

Hardcover books: _____ Trade paperbacks: _____ Mass market: _____

Media donated (indicate number):

Audiobooks: _____ DVDs: _____

Special notes: _____

Received for the Library by: _____

Campus: Parham _____ Downtown _____ Goochland _____