

## USF Library Materials Donation Form

Gifts to the library are always welcomed. Donations of various materials broaden the collection and/or help replace lost or damaged materials. Donations must be delivered directly to the library building, unless other specific arrangements have been made with the Library Director.

The library reserves the right to add gift items to the library collection, sell the books on the book sale shelf, give them away as gifts, or discard/dispose of them based on their relevance to the library collection and in compliance with the library's collection development policy. Items to be added to the library's collection will be added at the library's convenience; USF faculty members only may request rush service in consultation with the library director only. In general, magazines, workbooks, answer keys or assessment books are not considered for addition to our collection. These materials will usually be discarded if donated.

Donations will be acknowledged if a donor's name is provided. The library will not provide title by title lists of donated materials, nor will it appraise the value of a donation or pay for such an appraisal. Acknowledgement will include the number and type of materials donated (e.g., 5 paperback and 10 hardcover books).

**Please fill out the form below when donating materials.** This is your receipt. A copy will also be retained by the library for the purpose of acknowledgement.

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### Donation of Materials to the University of St. Francis Library

Donor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Materials Donated

(Please describe, including the number and type of materials (e.g., 5 paperback and 10 hardcover books))

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that the University of St. Francis Library retains unconditional ownership of the donated materials, and that from the date described below, the Library makes the final decision on the use and/or disposition of the materials.

(Signed) \_\_\_\_\_

Donor

\_\_\_\_\_

Date

**For tax purposes, this form serves as your receipt and confirms that no goods or services were provided to you in association with this gift.**

Received at University of St. Francis Library,

on \_\_\_\_\_, by \_\_\_\_\_

Date

Staff Member

*Thanks for your contribution!*