

DENISON
L I B R A R I E S
WILLIAM HOWARD DOANE LIBRARY
SEELEY G. MUDD LEARNING CENTER

Gift Receipt

Received from: _____
Print legibly

Address: _____

Description of items: (example: 50 science books; 4 small boxes of Spanish literature books, etc.)

The library accepts unrestricted donations of library materials for review. Items are accepted with the understanding that they will be handled in the best interest of the institution. Decisions to add gift materials to the collections or to discard them are made on the basis of the library's collection policy, which is designed to support the University's academic programs. Once given to the library, donations cannot be returned to the donor.

Potential donors should provide in advance a list of materials being offered so that their value to the collection may be reviewed.

Gifts of rare books, manuscripts and other special items will be referred to the Special Collections Librarian. All others will be handled at the discretion of the Collection Development Librarian. Expenses incurred as part of the gift process, such as shipping, postage, and photocopying are normally absorbed by the donor.

Although the library acknowledges the receipt of gifts, by law it cannot provide assessments of their monetary value.

Received by: _____ Date: _____

I affirm that I am the owner of the materials being donated, and present irrevocably all rights, title and interest in them.

Donor's Signature: _____ Date: _____