UCF Libraries Donation Form

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Donation Form

Name of Donor: Mr./Ms./Dr. _____________________________________________
Address: ____________________________________________________________

Phone Number: ______________________________________________________

Number of items donated today________________________________________

Subjects: ___________________________ ________________________________

E-mail: ___________________________ ________________________________

I understand that the following policies and conditions apply to donations

1. Prospective donors are requested not to place restrictions on gifts, their use, or disposition.

2. All materials donated become the property of the Friends of the Library and cannot be returned.

3. The Library acknowledges all gifts in writing. The letter of acknowledgement notes the number of volumes (or approximate number if it’s a large collection) received but does not include a list of the items or an estimate of the value of the gift.

4. The appraisal of a gift to the Library for income tax purposes is the responsibility of the donor. The Library, as an interested party in any donation to itself, cannot make an estimation regarding the monetary value of a gift.

5. The Collection Development librarian(s), in consultation with other Faculty when necessary, review and select materials to be added and cataloged as part of the UCF Libraries collections.

6. The Library does not accept donations of the following formats: periodicals/magazines and outdated media (LPs, VHS, CD-roms, cassettes, etc)

7. Materials that fall outside the scope of the Library’s collecting policy, outdated books, duplicate works, and materials in poor physical condition cannot be accepted.

8. For more information regarding gift policies and procedures, prospective donors are encouraged to contact Susan MacDuffee at Susan.MacDuffee@ucf.edu or 407-823-0028.

Date of Donation drop off: ________________________________

Donor Signature: ________________________________________________

Donation Received by: _____________________________________________