

UCF Libraries Donation Form

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University of Central Florida Libraries

Donation Form

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Number of items donated today _____

Subjects: _____

E-mail: _____

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2. All materials donated become the property of the Friends of the Library and **cannot be returned.**
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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 The Library does not accept donations of the following formats: periodicals/magazines and outdated media (LPs, VHS, CD-roms, cassettes, etc)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 Materials that fall outside the scope of the Library's collecting policy, outdated books, duplicate works, and materials in poor physical condition cannot be accepted.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**.

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