

UCF Libraries Donation Form

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University of Central Florida Libraries

Donation Form

Name of Donor: Mr./Ms./Dr. _____

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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 UCF Libraries and **cannot be returned**.
3. All gifts are acknowledged in writing by the Director of Libraries. However, the library cannot appraise any gifts received. The letter will acknowledge the month donations were received.
4. The Collection Development librarian(s), in consultation with other Faculty when necessary, considers each gift received and determines its appropriateness to the Library. Materials selected for the collection are cataloged. Materials not selected for the collection will be disposed of appropriately.
5. Any potential donation must be dropped off at the main Library Circulation Desk. Located on the second floor entrance of the Library during regular business hours. Gifts may be delivered to the loading dock of the Library after consultation with and permission from Susan MacDuffee (contact info below). Gifts left without consultation or permission at the Library loading dock will be subject to be disposed of appropriately.
6. The Library does not accept donations of the following formats: textbooks, periodicals/magazines, and outdated media (LPs, VHS, CD-roms, cassettes, etc)
7. 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: _____

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