

Special Collections Materials Receipt Form

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Special Collections & University Archives

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MATERIALS RECEIPT FORM
Special Collections

I, _____,
leave the materials described below to be considered for acquisition by the University of Central Florida Foundation, Inc. for use by the University of Central Florida Libraries Special Collections & University Archives. I am the owner / owner's agent (circle one) of these materials, and, if the items are accepted for acquisitions, I or the owner, are legally able to donate these materials.

Materials Description: Include numbers and types of boxes/folders/containers. Include relationship of donor to materials, if available. Attach additional pages as needed:

I have read over and I accept the terms listed on the reverse side of this agreement

Signature of owner / owners' agent (circle one)

Date

Print the following information (if agent, please complete both columns):

Owner Name:

Agent Name:

Owner Address:

Agent Address:

Owner Phone:

Agent Phone:

Owner Email:

Agent Email:

Signature of UCF Libraries staff member accepting materials

Date

Original signed copy of form stays with the materials and a photocopy is given to owner/agent.

Library Staff Instructions

Materials Receipt Form

Special Collections

Use the **Materials Receipt Form** when an archivist or the department head of Special Collections & University Archives is unavailable to accept a donation for the department.

What to say to the Owner/Agent dropping off the materials:

1. Thank them for offering the material to Special Collections.
2. Explain that you cannot officially accept materials for Special Collections as collection acquisitions decisions are made by the archivists and the department head of Special Collections & University Archives.
3. Tell them that you will deliver the materials to Special Collections & University Archives but they must complete a **Materials Receipt Form: Special Collections**
4. Tell them that someone from Special Collections & University Archives will notify them of a decision about whether to accept the materials within thirty business days.
5. Give them a business card for the Archivist for Special Collection or the Head of Special Collections & University Archives.

How to fill-out the Materials Receipt Form:

1. **First Paragraph:** Print the first and last name of the person dropping off the materials on the blank line in the first paragraph. Circle “owner” or “owner’s agent” as appropriate.
2. **Materials Description:** Provide enough information to identify the materials being received (quantity, types of containers, etc.). If possible record background information on the collection (subject, approximate dates, relationship of donor to collection).
3. **Signature of owner / owner’s agent:** The form must be signed by the owner or the owner’s agent dropping off the materials. They need to note whether they are the owner or the owner’s agent (circle one). Be sure the form is dated as well.
4. **Owner / Agent Information:** Print the requested information. If the person delivering the collection is the owner’s agent and not the owner, please be certain to record name, address and phone number of both the owner and the owner’s agent.
5. **Staff Member Signature:** The staff member receiving the collection should sign and date the form.

Make sure they read the back of the form **BUT** they do not sign anything on the back when dropping off materials.

Keep the original, signed copy with of the Materials Receipt Form with the materials and give a photocopy to the owner/agent. Be sure to photocopy BOTH sides of the form.

If they have any questions about Special Collections materials acquisitions, they can call the Special Collections senior archivist at (407) 823-0482 or the Special Collections & University Archives department head at (407) 823-2788.