

University Archives Materials Receipt Form

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Special Collections & University Archives

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MATERIALS RECEIPT FORM
University Archives

The materials described below have been received for consideration for acquisition by the University of Central Florida Libraries Special Collections & University Archives.

Materials Description: Include numbers and types of boxes/folders/containers. Attach additional pages as needed:

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

Signature of Departmental/Entity staff / delivery agent Date

Name (please print)

Please provide the following information (please print):

NOTE: If UCF student, please provide staff member and department information

UCF Department/Entity Name: _____

UCF Department/Entity Contact Name: _____

UCF Department/Entity Phone: _____

UCF Department/Entity Email: _____

Signature of UCF Libraries staff member accepting materials Date

Original signed copy of form stays with materials. A photocopy is given to departmental representative.

Library Staff Instructions

Materials Receipt Form

University Archives

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

What to say to the individual dropping off the materials:

1. Thank them for offering the material to University Archives.
2. Explain that you cannot officially accept materials for University Archives as collection acquisitions decisions are made by the archivists and the department head in 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: University Archives**
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 University Archives or the Head of Special Collections & University Archives

How to fill-out the Materials Receipt Form:

1. **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).
2. **Signature of Departmental/Entity staff / delivery agent:** The form must be signed and dated by the staff member or delivery agent dropping off the materials. Please make sure they print their name on the line below their signature.
3. **UCF Department/Entity Information:** Print the requested information. Please have them complete as much information as possible. It is very important that they include the Department/Entity Name and the Department/Entity Contact Name. Remember, the person dropping off the material may be a student working for a department so getting the departmental information is extremely important.
4. **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 UCF Department/Entity staff member. Be sure to photocopy BOTH sides of the form.

If they have any questions about University Archives materials acquisitions, they can call the University Archives senior archivist at (407) 823-5427 or the Special Collections & University Archives department head at (407) 823-2788.