Date of Gift: _____

Donor Information

Name: _____

Address: _____

Telephone: _____

Bookplate should read: _____

Acknowledgement not necessary because:

Gift Information

No. of containers _____

Number of

hardbacks: _____

paperbacks: _____

magazines: _____

compact discs: _____

cassette tapes: _____

other

_____: _____

_____: _____

DONORS of Library Materials should be aware of the following.

1. Acknowledgement of gifts is numerical, with descriptive categories such as paperback, hardback, cassette tape or compact disc By law, the library may not appraise gifts it receives. If the gift is worth over $5,000 an appraiser may be sought. Donors can write off appraisal expenses.

__ Donor believes an appraisal is warranted.

2. Materials not added to the collection are generally added to the booksale. If the donor requests, these materials may be returned after the library has had a chance to evaluate them in terms of our collection policies.

__ Donor requests the return of materials not added to our collection.

OFFICE USE

Action Required

___ Accession Needed
___ Accessioned

___ Letter prepared

Final Status

In question:

___COMPLETE