



**SWILLEY
LIBRARY**

Gift & Donation

Date Gift received: _____

Received by: _____

The Monroe F. Swilley, Jr. Library is very happy to receive gifts and donations for the library collection. Donated materials are evaluated on the basis of the collection policies of the Swilley Library. If materials are determined to be appropriate, they will be added to the collection. If materials are not appropriate for acquisition (e.g. duplicate holdings, poor condition, not within collection guidelines)- these items will be disposed of, either by donation to another library, by sale of items, or by some other means.

Upon request of the donor the library will provide a statement listing the number of items given. The librarians do not provide current valuation, and assume no responsibility for the use donors make of such acknowledgements.

Donor Name: _____

Address: _____

Telephone: Office: _____ **Home:** _____

Brief description of gift (number of items, type): _____

Value of Gift:

It is not the practice of the library staff to assign monetary values to gifts-in-kind. We do not have the expertise or resources to appraise books or other library material. Legally and ethically we cannot provide this service. Therefore, the donor is responsible for any evaluation of the gift for tax purposes.

Donor estimate of value of gift: \$ _____

Signature of donor: _____ **Date:** _____

BOOK PLATE TO READ: _____ **GIFT OF:** _____

The above information has been approved by Judith D.Brook, Associate Dean of University Libraries & Director, Monroe F. Swilley, Jr. Library.

Date: _____ Signature: _____