

# Austin Community College - Library Services

## Gifts, Donations & Memorials

### GIFT FORM

Austin Community College Library Services is happy to consider gifts of materials for possible addition to the collection. Items that duplicate resources already owned, are outside the scope of the collections, in poor condition, or are donated under restricted conditions cannot be accepted. All donations become the property of Austin Community College Library Services and are evaluated and handled in the same way as purchased materials.

Useful materials are integrated into the collection. Items that are not added to the collection will be donated or discarded at the discretion of the library staff. If the items are a tribute or memorial, please indicate below.

I have read the above policy and agree that my donation may be handled accordingly.

DONOR SIGNATURE: \_\_\_\_\_

DONOR INFORMATION (PLEASE PRINT)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ Mr. Mrs. Ms. Other: \_\_\_\_\_ (Circle one)

STREET ADDRESS: \_\_\_\_\_ (for the acknowledgment letter)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

If appropriate, complete the following:

IN MEMORY OF: \_\_\_\_\_  
(or "In Recognition of"; "In Tribute to"; "In Honor of" Please circle choice.)

DONATION TYPE AND QUANTITY:

- BOOKS \_\_\_\_\_
- CDs \_\_\_\_\_
- DVDs \_\_\_\_\_
- OTHER (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>STAFF USE ONLY</b> – Please initial:  Staff taking donation: _____ Staff processing donation: _____	Staff Comments:
---	-----------------