

**Austin Community College - Library Services**  
**Gifts, Donations & Memorials Intake Form**

Thank you for considering Austin Community College Library Services (ACC LS) for your previously-loved materials; ACC LS is grateful to those who offer to donate resources to the collection. All donated materials must meet the same selection standards as the rest of the collection and must support the curriculum goals of the college, and the research, informational, and lifelong learning needs of students, faculty, and staff. For this reason, ACC LS reserves the right to refuse materials and/or dispose of any materials after acceptance that do not meet ACC's needs or requirements. All disposals are conducted according to stated College Policy for disposition of materials.

If the materials meet our selection criteria they are added to the collection and treated like any other material in the collection.

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

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

Would you like to be contacted regarding your donations (circle: **Yes** or **No**)

If yes, please provide the following information: (PLEASE PRINT)

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

If appropriate, complete the following:

IN MEMORY OF: \_\_\_\_\_

(or "In Recognition of"; "In Tribute to"; "In Honor of" Please circle choice.)

<p><b>STAFF USE ONLY</b> I:</p> <p>Receiving Campus Library: _____</p> <p>Staff taking donation (Please initial): _____</p> <p>Donation type and quantity:</p> <p>BOOKS _____</p> <ul style="list-style-type: none"><li>• CDs _____</li><li>• DVDs _____</li><li>• OTHER (Describe) _____</li></ul>	<p>Staff Comments:</p> <p>Point of Contact Librarian:</p> <p>DATE:</p>
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