**Scarborough Library DONATION FORM**

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 The Scarborough Library welcomes and encourages gifts of books and materials that support the University’s curriculum and research objectives.

***\*\*Please note: Scarborough Library accepts only donations that support the university’s curriculum, support the library’s current technology formats, are less than 10-years old and follow donation policies found on the Library’s website:*** [***https://libguides.shepherd.edu/collectiondevelopmentpolicy/gifts***](https://libguides.shepherd.edu/collectiondevelopmentpolicy/gifts)

\_\_My donations were published less than 10-years ago

\_\_My donations are not in the library’s catalog (before donating please check our catalog at <https://shepherd.on.worldcat.org/>)

\_\_My donations are in good condition (no mold, writing, water damage, etc.)

­­\_\_My donations are not textbooks or outdated formats (zip drives, floppy discs, external hard drives, phonograph records, laser discs, VHS, Beta, or Cassette tapes, etc.)

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**By donating these books, I hereby acknowledge that I have relinquished**

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Signature of Donor Date Signature of Library Staff Date

A copy of this signed form will be provided to each donor at the time of the donation and it will serve as documentation of your gift.