**Scarborough Library**

**DONATION FORM**

Thank you donating your book(s) to the Scarborough Library at Shepherd University.

***Scarborough Library accepts only donations that support the university’s curriculum, support the library’s current technology formats and follow donation policies found on the Library’s website:*** [***https://libguides.shepherd.edu/collectiondevelopmentpolicy/gifts***](https://libguides.shepherd.edu/collectiondevelopmentpolicy/gifts)

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[ ] My donations are not textbooks or outdated formats (zip drives, floppy discs, external hard drives, phonograph records, laser discs, VHS, Beta, or Cassette tapes, etc.)

$ \_\_\_\_\_\_\_\_\_Donor’s declared valuation of gift (optional – for personal tax purposes only)

Valuation services are not provided by the Scarborough Library, Shepherd University or the Shepherd University Foundation.

\_\_\_\_\_\_\_\_\_ Number of books donated

Title: [ ] Mr. [ ] Mrs. [ ] Ms. [ ] Dr.

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| City, State, Zip: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone Number: |  | Email Address:  |  |

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

**all rights and/or claims to these books.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.

Revised May 2023\_TC\_TS