

## Sandhills Community College Boyd Library Gift Book/Donor Information Form

Katharine L. Boyd Library welcomes the donation of gift materials and funds that will enhance our collections, facilities, and services. The acceptance of gifts is contingent upon the appropriateness of the gift to the library's holdings, donor restrictions, and the physical condition of the donated material.

The library reserves the right to accept or reject gift materials, in whole or in part. The library also reserves the right to dispose of any portion of a gift that does not meet the library's collection development criteria. Gifts offered with restricting conditions will be accepted only at the discretion of the Director of the Library.

### **Materials that are *not acceptable* include:**

Items left anonymously

Subjects which are out of date

Textbooks, except for new editions

Duplicates, except in special cases

Deteriorated, brittle and damaged materials (including those affected by smoke, mildew, mold or heavily marked by pencil or pen).

Miscellaneous issues or short runs of serials (journals, magazines, etc.)

Photocopied materials or copies of original audio/video productions.

It is the library's policy not to appraise gift materials.

### **Directions to Donors:**

Please complete items 1- 6. PLEASE PRINT

*(Gifts cannot be accepted unless this form is completed.)*

1. DATE: \_\_\_\_\_

2. NAME: \_\_\_\_\_

3. ADDRESS: \_\_\_\_\_

4. NUMBER AND TYPE OF ITEMS DONATED: \_\_\_\_\_

5. LETTER OF RECEIPT?    YES    NO    EMAIL: \_\_\_\_\_

6. \*Signature \_\_\_\_\_

***\*Donor's signature indicates acceptance of the gift policy***