WINDWARD COMMUNITY COLLEGE LIBRARY

Gift Authorization Form

I hereby donate materials to the Windward Community College Library. I understand that:

- Materials will be evaluated to determine whether they will be added to the Library’s collection. The Library becomes the owner of all donated items and reserves the right to sell, exchange, remove, transfer to other libraries, or dispose of donated items that do not fit current collecting goals.
- The number and type(s) of donated items will be noted in a letter of acknowledgment. The Library will not provide an itemized list of items donated.
- By law, librarians cannot appraise gifts. For tax purposes, in accordance with Internal Revenue Service guidelines, the fair market value of donated items should be determined by the donor or a qualified appraiser.
- If itemization of gift materials is required, a list provided by the donor can be acknowledged at the time of donation.

Donor Name (please print): ______________________________________________________________

Donor Mailing Address: _________________________________________________________________
_____________________________________________________________________________________

Donor Email Address (optional): __________________________________________________________

_____________________________________________________________________________________

Signature of Donor                Date

LIBRARY UNIT

DO NOT WRITE BELOW THIS LINE --- FOR LIBRARY USE ONLY

Staff person receiving gift (please print): ________________________________________________

Hardback books: ______________

Paperback books: ______________

DVDs: ______________

Other (please specify format): ______________

TOTAL ITEMS RECEIVED ______________