

## Sherrod Library Gift Acknowledgement

Sherrod Library gratefully accepts donations of books and other materials that support the University's curriculum and research needs, subject to the Library's gift policy. These gifts significantly support the growth of the Library's collections.

When the library accepts a donation, it becomes the property of Sherrod Library, which reserves the right to determine whether the material will be added to the collection and where it will be located. Materials already held by the library or considered inappropriate to the collection may be disposed of through sale or donation to another entity, or through state-mandated surplus procedures.

The library will provide written acknowledgement of donated items when requested. However, federal tax regulations prohibit the library from giving estimates of value or appraisals for donors. This is the responsibility of the donor. Please refer to IRS Publications 561 and 526 available online at <http://www.irs.gov>.

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Donor's Name: \_\_\_\_\_

Date of donation: \_\_\_\_\_

Received by: \_\_\_\_\_

Description and number of items: \_\_\_\_\_

Bookplate requested?

Bookplate text:

Comments:

One copy of this form is to be kept by the Library, one copy is to be given to the donor, if requested.