



**UNIVERSITY
LIBRARIES**
GRAND VALLEY STATE UNIVERSITY®

Donation of Library Materials Form

I understand that all accepted donated materials become the property of the Grand Valley State University Libraries. The University Libraries reserve the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all donated materials. Materials which are not appropriate to add to the Libraries' collections or which duplicate existing materials will not be returned.

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Affiliation:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Current Student | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Current Faculty | <input type="checkbox"/> Retired Faculty | <input type="checkbox"/> Other |
| <input type="checkbox"/> Current Staff | <input type="checkbox"/> Retired Staff | |

Description of Donation: _____

Number of items: _____ **Current value of donation*:** _____

** Determination of value for tax purposes is the responsibility of the donor.*

Method of valuation: _____

Please attach a written appraisal for gifts valued at \$5,000 or more.

I have read and understand University Libraries' Donation of Materials Policy:

Donor Signature: _____ **Date:** _____

Staff use only:

Received by: _____ **Date:** _____