

Library Gift of Materials Form
Iowa State University Library
Ames, IA 50011-2140

A donation to the library is an indication of your commitment to the growth and quality of library resources. Your generous contributions and support assist the University in its efforts to develop strong library collections, and we are very appreciative.

Description (donor will attach itemized listing, if necessary):

Estimated value: _____ (for gift acknowledgement and recognition purposes)

Required, if requesting a receipt for tax purposes. Please note that gifts over \$5,000 require an independent, third-party appraisal. The Library does not conduct or provide for appraisals.

This deed of gift testifies to the agreement of the donation of the collection of materials and subsequent additions to that collection between the Iowa State University Library on behalf of the State of Iowa and the Donor:

Donor wishes to remain anonymous

Donor Name: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

The University Library considers all gifts of materials to be unrestricted. All donated materials become the property of the Library. Items received as gifts are reviewed in accordance with the current policies for collection development, and materials determined to be out of scope for our collections may be exchanged, sold, or discarded. Questions regarding this policy should be directed to Robin Sinn, Collections & Open Strategies Director, 202 Parks Library, Iowa State University, Ames, IA 50011; telephone 515 294-3311.

I would like to request a receipt for tax purposes for these materials be sent to the address above. I agree to create the list of materials that will be donated. (The foundation issues a tax receipt at the end of the calendar year.)
(Please initial) _____

OR

I do not require a receipt for tax purposes for these materials. (Please initial) _____

FOR IOWA STATE UNIVERSITY LIBRARY USE ONLY

Routing (Initial and Date):

Initial receipt: _____ Sent to: _____ Received: _____ Sent to: _____ Received: _____

Thank you sent: _____ Copy of form & thank you sent to Development Officer: _____