



Books and Materials Donation Form

Name: _____
First Middle Initial Last

___ Mr. ___ Ms. ___ Mrs. ___ Miss ___ Dr.

Address: _____
Street, PO Box, Apt. # City State Zip

Preferred Phone: _____ ___ Cell ___ Home ___ Work

Donated Items:

Paperbacks _____ Hardcover _____ Journals _____ DVDs/CDs _____

Other Materials:

___ No acknowledgement is necessary

___ I would like an acknowledgment for tax purposes

NOTE: For tax purposes, Hiram College will provide a gift-in-kind receipt and the Hiram College Library will provide an item count and an inventory of the items donated. Neither the College nor the Library can assign a dollar value. Any appraisal of the items donated is the responsibility of the donor and should be done before the donation is made.

I, _____ (signature), hereby deed this gift of library materials to the Hiram College Library, made on _____ (date). I acknowledge these materials are mine to give and that no Hiram College money was used to acquire any of these items. I also acknowledge that these materials become the property of Hiram College and that I transfer to Hiram College all interest in these materials.

Please note that the Library cannot accept materials in poor condition, textbooks, cassette tapes, magazines, encyclopedia sets, or computer software. Most materials donated to the Library are sold at the Friends of the Library book sale, the proceeds from which directly benefit the Library.