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.