

**Kent State University
Stark Campus Library
Donor Information Form**

DATE: _____

DONOR NAME:

DONOR CONTACT INFORMATION:

Address: _____

Phone number: _____

Email: _____

DESCRIPTION OF THE DONATION: (e.g. books, audiovisual materials, how many and/or how many boxes of items):

Thank you for your donation. Library staff will send a letter of acknowledgement of receipt of the donation when items have been assessed and processed. It is understood that giving donations to the Library does not require that Library staff add the donations to the Library's collection; they will determine if the materials fit into the scope and purpose of the collection before such a determination is made. Donations not added to the library's collection may be discarded.

Signature of Donor: _____

Initials of Library Staff Member Accepting Donation: _____