Lenoir-Rhyne University - Rudisill Library
Materials Donation Policy Form

Materials Donations Policy

Please complete the following information to expedite your gift:

Donor’s Name__________________________________________ L-R graduate? Y/N, Class of ______
Mailing Address________________________________________
_____________________________________________________
Optional email address: ___________________________________________________________
Brief description of gift (e.g. number of titles and type, such as hardcover, paperback, music CD)

Special Circumstances.
If there is special information about your gift or if you wish to negotiate special arrangements such as book-plating, please explain and provide a phone number for follow-up contact.

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Information for potential material donors:
The library accepts gifts of material for the collection under these conditions:
1. Gift materials become the property of Lenoir-Rhyne University. The Rudisill Library reserves the right to determine whether items will be added to the collection, and how they will be housed, cataloged, and circulated.
2. Material which does not fit the collection development criteria of the Library will be offered to other libraries or charitable organizations, sold, or discarded. (These criteria include scope of subject, academic level, physical condition, age, and non-duplication of content.)
3. Donors will receive an acknowledgment letter from Lenoir-Rhyne University's Office of Institutional Advancement, which they may use to document the gift as a non-cash charitable tax deduction.
4. The Library staff, as parties of interest, cannot provide an estimate or appraisal of the fair market value of the material.

☐ Check here if you do not wish to receive acknowledgement of your gift.

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Library Use Only

Date gift received ___________ Received by_______________ Date acknowledged___________

Revised March 2015