



Gifts & Donations

University Library
University of South Alabama

Date: _____

Donor's Name: _____

Address: _____

Telephone Number: _____

Books and other academic materials given to the USA's University Library become the property of the University. **The Library will add to its Collection only gift materials that support the mission of the Library and the University.** Remaining gift materials will be disposed of as the Library sees fit, unless items are requested back by the donor.

Because of legal restrictions, the Library is unable to provide appraisals or evaluations of donated gift items for income tax or IRS purposes. Donors requiring an appraisal should arrange for an outside, certified professional appraisal prior to making their donation. Once your gift enters our processing area, we **cannot** accommodate an appraiser on University property.

Since we have limited staff, the Library **will not** provide written inventories or lists of donated items to the donor.

Please check "yes" or "no" for each of the following questions:

1. Do you require a letter of acknowledgment for your gift from the Dean?

_____ YES _____ NO

2. I request that gift items **not retained** in the USA University Library collection, **be returned to me** (you will pick them up at the University Library in the Collection Management Department, Room 152, from 8:30 a.m. to 4:30 p.m., Monday through Friday):

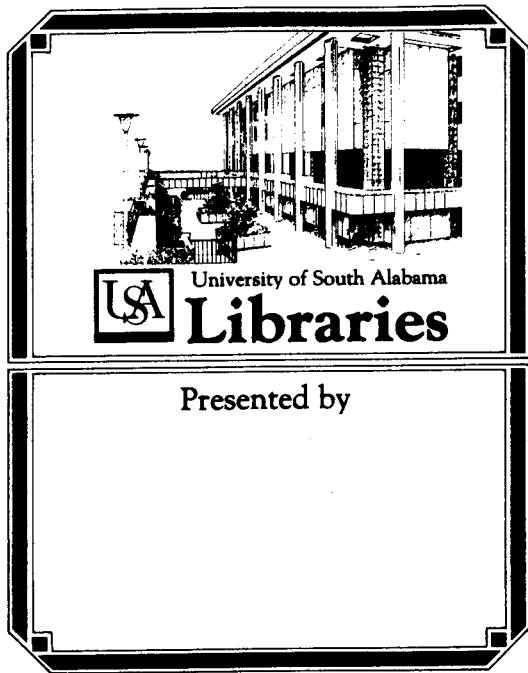
_____ YES _____ NO

Signature of Donor: _____

*****Below for Internal Use Only*****

Description of Materials: _____

Received by: _____



**Request for a Bookplate:
“In Memory Of”
or
“In Honor Of”**

Upon the donor’s request, a bookplate will be added to their gift book for the purpose of either memorial or honorary recognition.

Date: _____

Donor’s Name: _____
(Also Include the Name of a Representative, if the Donor is a Group)

Address _____

Telephone Number _____

Relationship to the honoree or deceased: _____

Title of Gift Item _____

Author _____

Publisher: _____

Or, Gift Amount, for Cash Donations: _____

Bookplate text: (For example) Presented by (insert name of donor, followed by text of your choosing, such as) “In Loving Memory of” (insert name of honoree) . . .”

Presented by _____

