

**Gifts-in-Kind Donation Form**

Thank you for your interest in donating material to the Meriam Library.

Please provide the following information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Brief description of proposed donation (e.g., subjects, textbooks, nonfiction, fiction, journals, specific subject, approximate age of items):

Approximate number or linear feet of material:

Hardbound volumes \_\_\_\_\_

Paperback volumes \_\_\_\_\_

Other \_\_\_\_\_

**Gift Conditions**

*Gifts that are accepted are received with the understanding that, upon receipt of the materials, they become the property of the Library. The Library reserves the right to determine retention, location, cataloging and other considerations relating to the gift's use or disposition. The Library may sell or otherwise discard materials which are not appropriate to its collections or which duplicate existing materials. Determination of value, for tax purposes, is solely the responsibility of the donor.*

(Optional) If you have had your items appraised, we would appreciate knowing the appraisal. The University Advancement Office would like to acknowledge you as a donor to the university at the value of the appraisal.

\_\_\_\_\_

Return to:

University Librarian  
Meriam Library  
California State University, Chico  
Chico CA 95929-0295

Or email to:

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Meriam Library use only

Received by \_\_\_\_\_

date \_\_\_\_\_

Acknowledgement sent by \_\_\_\_\_

date \_\_\_\_\_