

Donation of Library Materials Form
University Libraries, University of Memphis

The University Libraries welcomes, encourages, and accepts gifts of books, equipment, or other information resources that will aid in achieving the University's teaching and research mission. Physical items received as gifts will be handled by our Collections Management department.

Guidelines for Donating Materials:

- Donors of material gifts must complete the Donations of Library Materials form.
- We cannot provide appraisals of gifts. If you wish to have your gift appraised, the appraisal should be completed prior to making the donation.
- We generally do not accept:
 - Outdated or superseded materials
 - Scattered or incomplete multi-volume sets.
 - Periodicals
 - Materials in poor condition, missing pages, or those that are written in or heavily highlighted
 - Duplicates of material held by the Libraries
- For more information or to arrange a donation, email the Acquisitions/Collection Development Librarian at lib_acq@memphis.edu.

Ownership:

- Once accepted, gifts become the property of the Libraries.
- Materials donated to the Libraries will be evaluated for possible addition to the collections using existing Collection Development policies.
- The Libraries reserves the right to evaluate, select, and dispose of gifts in the best interest of the University of Memphis.

I represent and warrant that I am the sole owner of the property described below and that I have full right, power, and authority to give the property to the University Libraries, University of Memphis. I hereby transfer and deliver all my rights, title, and interest in and to the property described below to the University Libraries, University of Memphis as an unrestricted gift.

I agree to all terms and conditions as stated above and as indicated by my signature below:

Donor Signature: _____ Date: _____

Donor Name (print): _____

Phone: _____ Email: _____

Address: _____

Description of Gift: _____

Staff Use: Received by: _____ Date: _____