

Gift Form

University Libraries, University of Memphis

The University Libraries accepts gifts of books, and other printed material journals that will aid in achieving the University of Memphis's teaching and research mission. Physical items received as donations must be reviewed prior to acceptance. To facilitate this review, the libraries may request a bibliographic list.

Guidelines for Donating Materials:

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- Donors of gifts must complete the Gift Form.
- The University Libraries cannot provide appraisals of gifts. Donors who wish to have an appraised value of the gift, whether for tax purposes or other reasons, should have the appraisal completed prior to making the donation.
- The Libraries' Collection Management department handles the receipt of gifts. For more information, or to arrange a donation of library materials, email lib_acq@memphis.edu.
- The donor is responsible for delivering materials. Arrangements to drop off at our loading dock must be made prior to drop off.

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- Materials donated to the University Libraries will be evaluated for possible addition to the collections using existing Collection Development policies.
- University Libraries reserves the right to evaluate, select, and dispose of gifts in the best interest of The University of Memphis.
- Gift material deemed unacceptable for addition to our collection shall be donated to other non-profit organizations, or disposed of at the discretion of the University Libraries.

I, the donor, 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: _____

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Phone: _____ Email: _____

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