

## MILLIGAN LIBRARIES GIFTS & DONATIONS AGREEMENT

As indicated in the *Milligan Libraries Collection Development Policy*, Milligan Libraries welcomes gifts of materials that improve the quality of its collections. Donated materials that meet selection criteria will be added to holdings. All materials must be in good condition.

By signing this form, the donor transfers all right of ownership of materials to Milligan Libraries. Donations of materials offered with special qualifications or restrictions are discouraged. The Director of Libraries (in consultation with the College Archivist if the donation is intended for the archival collections) has the authority to determine the retention, location, and disposition of all donated materials. Options for disposing of materials not entered into collections include: offer to faculty or students; sell at a library book sale; sell or trade at a local used book store; ship to a third party bookseller or educational institution; or recycle. Milligan Libraries does not accept materials intended only for disposal.

Milligan College Office of Institutional Advancement or Business Office will acknowledge the gift in a letter to the donor. If requested, Library staff will provide a volume count of donated items, but not a title listing. Neither Milligan Libraries, Office of Institutional Advancement, nor Business Office will provide an appraisal of donated materials. Donors must set a fair market value on a gift for which they intend to take a tax deduction.

I (Print First and Last Name) \_\_\_\_\_ transfer all right of ownership of these materials to Milligan Libraries.

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

Address \_\_\_\_\_

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

Donation Volume Count \_\_\_\_\_

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