

DALTON STATE COLLEGE
DERRELL C. ROBERTS LIBRARY

GIFT AND DONATION POLICY & RELEASE FORM

The Derrell C. Roberts Library at Dalton State College welcomes gifts of materials, with the understanding that such gifts are to be retained, located, or disposed of at the mutual agreement of the donor and of the College Library Director. **Materials selected for the collection must meet the Library's Collection Development Policy criteria.** Gifts of money should be directed through the Dalton State College Foundation and designated for use by the Derrell C. Roberts Library.

PLEASE NOTE:

1. Gifts of materials may be acknowledged but not appraised. Donors must set a value themselves on a gift for which they wish to take a tax deduction.
2. If the gift item is needed at the Roberts Library, it will be added to the collection.
3. If it is determined by the Director that the gift is not needed at the Roberts Library, the item will be offered to other libraries or nonprofit agencies in Georgia or otherwise disposed of as deemed fit by the Library.
4. Donors are asked to fill out a form to accompany donations and to provide a list of the items donated.
5. All gifts become the property of the Derrell C. Roberts Library at Dalton State College.

DONOR:

Please sign below to acknowledge that you have no objections to the above policies and procedures.

Name: _____

Signature: _____

Mailing Address: _____

Telephone #: _____

Received By/Date (Library Staff Initials) _____

_____ CHECK HERE IF YOU DO NOT ACCEPT THE ABOVE PROCEDURES and would prefer that the Library notify you if the gift will not be added to the collection. We will be glad to call and let you come pick up the material, for your disposition.

_____ Check here if you wish to receive a letter of acknowledgement for tax purposes.

_____ Check here if you desire to have gift bookplates with your name placed in the materials added to the Library's collection.