JAMES A. GIBSON LIBRARY DONATION RELEASE FORM

Donor Name: _____

Address: _____

Phone/E-mail: _____

I am donating the materials described below to the James A. Gibson Library with the understanding that they will become the unconditional property of the Library.

I understand that the Library will determine the use and location of materials, and will decide if the donation will be added to the collection. I have read and understand the Library's Donation Policy.

_____ _____

Donor's Signature ***Date***

Tax Receipt Requested? ☐ ***Yes*** (**see conditions below*) ☐ ***No***

*Donations will be evaluated first to see if they are eligible. Tax receipts will be issued for donations with a minimum value of $100 and only for items that are added to the collection. Review copies and items purchased from grant accounts or other tax-free funds are not eligible.

Donated materials may be acknowledged through a note added to the Library catalogue record.

Acknowledgement Requested? ☐ ***Yes*** ☐ ***No***

To be completed by staff: Date: _____

Description of donation: _____

_____

Donation Accepted by: _____

Thank you for your donation to the James A. Gibson Library.
Donations help us build our collections to support student and faculty research.

Form Update: May 2012

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the University and its programs and services. Direct any questions about this collection to Catherine Foreman, Collections Supervisor at (905) 688-5550 x3265.