

**UNIVERSITY OF RHODE ISLAND
LIBRARIES**

DONATED BOOKS/MATERIALS FORM

Whenever a library staff or faculty member accepts donated books/materials from an individual or group, this form must be filled out and then sent to the Dean of Libraries' Executive Assistant. The Executive Assistant will copy this form and forward it to the Gifts Librarian to indicate the gift is ready for processing. This form is necessary to insure an official thank you for donations from the Dean of Libraries.

Name of individual(s) donating: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Number of books or items donated:

() counted () estimated () # of cartons

Person receiving donation: _____ **Date** _____

Review completed by Gifts Librarian/Unit: _____

Date

Initials

DONOR INFORMATION

*The Libraries will verify the quantity of books donated, but never assesses their value.

*The Libraries only accept monographs (hardback or paperback, or disc).

*The Libraries do not accept gifts of serials (magazines, journals) of any kind.
(There may be exceptions with prior approval).

*Once the book(s) have been donated, they become the property of the Libraries.
The Libraries reserve the right to add the donation(s) to its collections or do with the donated material(s) as it thinks best, including recycling.

*We do not provide an exact count or estimated value of donated items.

*Any **questions** about donations may be directed to:
Assoc. Professor Andrée Rathemacher, at andree@uri.edu or if you wish to telephone, 874-5096.

GIVE THE DONOR THE YELLOW COPY

Thank you for your donation!

David Maslyn, Dean of Libraries

Policy # 09-01
Approved: Dean Maslyn, 4/20/09
Also see Policies # 06-03, # 06-10

Revised: 9/18/09
Revised: 4/1/10