



Library Gift Form

Donations are a great way to support your Library.

We appreciate resources that support the mission of SUNY Geneseo; this includes materials that directly support the curriculum, enhance current research areas, support current co-curricular interests, add to the Genesee Valley Historical Collection, or demonstrate literary merit.

Guidelines for Gifts

- Gifts become the property of the College upon receipt, and the Library will determine the use or disposition of these materials.
- Materials must be in good condition.
- Materials not accepted into the collection may be discarded, or sold and monies designated for building the collection.
- Bookplates will be inserted into materials at the request of the donor.
- Gifts will be acknowledged in a letter from the Coordinator of Collection Development.
- Appraisals are the responsibility of donors and must be completed before the donation is made to Milne Library. Donors should consult their tax advisors about the need for a professional appraisal.
- Donations to the Library or Library collections can also be made at: <http://tinyurl.com/geneseogiving>

If you have any questions, please call or email:

Kate Pitcher, *Coordinator of Collection Development* TEL: 585-245-5064 Email: pitcher@geneseo.edu

Donor Name _____

Contact Name (if other than donor) _____

Address _____

E-mail address _____ TEL _____

Approximate number of items _____

General description of donated items _____

Please check all that apply:

I do not require a list of the materials I wish to donate. No Letter of Receipt will be sent

I do require a list of the materials I wish to donate. Letter of Receipt sent within 7 days

I wish to have a gift bookplate inserted within each item.

Please indicate name (if other than Donor's) to be honored: _____

I wish to receive occasional news and information about supporting Milne Library.

I have read the Milne Library Gifts & Donations Program guidelines and agree that my donation shall be handled according to its stated terms.

Signature:

Date:

Thank you for helping Milne Library better serve the College as a center of excellence in undergraduate education, and serve the community at large. We sincerely appreciate your generous donation of books or other materials.

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