

FERRIS STATE UNIVERSITY

Ferris Library for Information, Technology and Education

MATERIALS DONATION FORM (General Collection)

I hereby give to Ferris State University Library the gift herein described, transfer to the University all property and literary rights pertaining thereto (except as stipulated below) and accept this acknowledgment as record of this gift and transfer of ownership to Ferris State University. I acknowledge and agree that this gift may be used at the discretion of the Library, which may include adding it to the collection, donating it to another library, sending it to a resale agent, or otherwise disposing of it.

DONOR'S SIGNATURE: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

DESCRIPTION OF DONATION:

(Quantity and format of items – to be filled out by library staff)

Please note that FLITE cannot create inventory lists. Valuations for tax purposes are the responsibility of the donor; neither the library nor the university can provide this. Such appraisals should be completed before the donation is presented to the library.

FLITE and The Ferris Foundation will send a written acknowledgement of the donation and a count of the items donated. If you prefer, you can opt out receiving this letter.

I would prefer to opt out of being sent an acknowledgement letter from FLITE & the Ferris Foundation.

Donors can also request that a note be added to the library record and/or a bookplate be added to donated materials.

Check to add a note with the donor's name in the library catalog

Check to request a bookplate/dedication be attached to donated materials

Bookplate Details: _____

The Ferris State University Library gratefully acknowledges this gift. Thank you very much.

Library Officer: _____ Date: _____