
NON-CASH GIFT FORM**Donor Information**

*Cushwa-Leighton Library
Saint Mary's College*

Donor completes this side of form (Please PRINT)

Note: For more than 10 items, submit a printed list of titles, authors, and publication dates to Suzanne Hinnefeld, Collection Development Librarian (shinnefe@saintmarys.edu) *before* sending or bringing the materials to Cushwa-Leighton Library.

Name _____

Mailing _____
Address _____

Phone (_____) _____

E-mail _____

Please indicate below how you would like donated items that are not selected for inclusion in Cushwa-Leighton Library's collection to be handled:

_____ Discard, recycle, or donate to another institution (to be determined by librarian)

_____ Set aside for you to pick up (you will be notified by phone)

Your signature below indicates you have read Cushwa-Leighton Library's *Non-Cash Gift Policy*, and you understand the terms of acceptance and donor responsibilities involved in making this gift.

Signed _____

Date _____

NON-CASH GIFT FORM**For Library Records**

*Cushwa-Leighton Library
Saint Mary's College*

Library staff member receiving items completes this section

Date received _____ Received by _____

No. of books received _____

Note: If there are more than 10 items, the donor must submit a printed list of titles, authors, and publication dates before sending or bringing the materials to Cushwa-Leighton Library.

Collection development librarian completes this section

Individual titles _____ *added* ☐

(1) _____ ☐

(2) _____ ☐

(3) _____ ☐

(4) _____ ☐

(5) _____ ☐

(6) _____ ☐

(7) _____ ☐

(8) _____ ☐

(9) _____ ☐

(10) _____ ☐

Accepted by librarian _____ Date _____

(name)

Donor acknowledged by _____ Date _____

(name)