

Donation/Gift Form

I own the materials described below and voluntarily donate them to the Van Buren District Library to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title and interest I possess to these materials to the Library. The Library will use its discretion to dispose of or sell donated materials that are not added to the collection.

Description of donated/gifted items:

Date of donation/gift: _____

Name of donor or agent (please print): _____

Signature of donor or agent: _____

Signature of Library Director or designated staff: _____

FOR OFFICE USE ONLY

Staff Initials: _____ Site of Collection: _____

Date of Collection: _____

Approved: April 23, 2002
Van Buren District Library Board of Trustees