

Library Donation Form



Thank you for your donation to the Chemeketa Community College Library.

Donations are accepted without special stipulations or restrictions.

Donations may or may not be added to the collection.

Librarians will review offered materials and consider factors including but not limited to: quality, condition, age, format, availability of the same or similar item, Chemeketa Community College curriculum, and the information needs of library users. Librarians may refuse donations in whole or in part based on these factors.

The library will determine location in collection, loan rules, and retention of items added to the collection.

Items not added to the collection may be offered to other libraries, donated to other agencies, sold for market value, or discarded. Items not added to the collection may be returned to the donor.

Library staff cannot assign a cash value to donation items. Appraisal of items for tax purposes is the responsibility of the donor.

The library reserves the right to make the final determination regarding gifts.

Donor: Please fill out the form below.

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I have read and approve the donation guidelines set out above.

_____ Date: _____
(Signed)

Personal Donation
 Department Donation / Department: _____

Name/Dept Contact: _____
Street Address: _____
E-mail Address: _____

Brief description of items (for example, "1 box of books, 2 audio cassettes"):

Estimated Value of donation: _____

Please note: Library staff cannot estimate the value of your donation.