

# 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.

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. To receive a receipt for tax purposes, this form must be complete with your address or email. You are making a contribution to the library through the Chemeketa Foundation, which is the 501(c) (3) non-profit arm of the college. In partnership with the college, the mission of Chemeketa Community College Foundation is to support the college in meeting the needs of students. Tax ID#93-6097106

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

**Donor: Please fill out the form below.**

----- top half to donor - bottom half with donation-----

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

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

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.**

Chemeketa Community College Foundation Tax ID # 93-6097106

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Acknowledgement sent