

## Clement C. Maxwell Library Gift Form

Thank you for thinking of the Clement C. Maxwell Library at Bridgewater State University. Please read the Library's gift policy below before donating your material.

DONOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

DONOR AFFILIATION TO BSU \_\_\_\_\_

**Subject to the Clement C. Maxwell Library Gift Policy, I hereby donate the following items to the Library:**

Type of Gift: Books\_\_\_\_ Periodicals\_\_\_\_ Video/DVD\_\_\_\_ Audio\_\_\_\_ Other\_\_\_\_

Number of Items \_\_\_\_\_

List of titles (five or less) and/or subject areas: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I have read the Clement C. Maxwell Library gift policy and agree that my donation shall be handled according to its stated terms.**

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

Gift received by: \_\_\_\_\_

### Bridgewater State University Clement C. Maxwell Library Gift Policy

Maxwell Library welcomes gifts of print and non-print materials appropriate for our collections. The Library may not accept gifts prior to donation and may dispose of donated items unsuitable for the collection. The Library will not accept gifts for the general collection under restricted conditions.

The Library evaluates all gifts with the same guidelines used for purchased materials. Only items that support the curriculum will be added to the collection. Duplicate titles will be added at the discretion of the librarians. The Library will determine the classification, shelving, and circulation policies for all gift items. Material that is outdated, in poor condition, or does not support the curriculum of Bridgewater State University may be discarded or donated to another institution.

**Appraisal of gifts is the responsibility of the donor.** Library staff will not provide valuation statements, but will provide gift acknowledgement letters if requested.