



Gift Delivery Record

This form serves to document all materials offered to the Library and Archives.

Please see the reverse for further information and conditions governing this gift.

Donor Contact Information

Name _____ Date _____

Address _____

Phone Number _____ Email _____

Method of Delivery

Hand-delivered personally

Mail

Hand-delivered by
representative

Name _____

Address _____

Phone _____

Email _____

Item(s) and Description

Disposition if not accepted for inclusion in the collection

Donor will pick up within 30 days

At discretion of the Library (may be sold, offered to another institution, or discarded)

Received by:

Name

(Department—if outside the High Library)

Library Staff Use Only:

Accepted

Not Accepted

Partially Accepted

Notes:

Conditions Governing Gifts



Thank you for offering materials to the High Library at Elizabethtown College. We appreciate your generosity. Please note the following conditions that apply to all donations:

- The person on duty reserves the right to request that the donor make an appointment with the appropriate High Library staff member before receiving any items.
- The College and its employees are not authorized to provide a value to any property donated by a donor for the donor's tax purposes. Donors are advised to consult with their tax advisors on issues related to income tax deductions.
- Receipt of items offered as a gift may be conditional upon the approval of Library and Archives staff. When the High Library or Hess Archives accepts a gift, it becomes the property of Elizabethtown College, which reserves the right to determine whether the materials will be retained, where the materials will be located, and how the materials may be accessed.
- Please note that for gifts of rare books, manuscripts, any original materials, or other significant donations a Deed of Gift may also be required at the discretion of Library and Archives staff.
- All gift delivery records will be kept on file at the High Library.
- All accepted gifts will be receipted by the Office of Institutional Advancement following policies and procedures outlined in the Gift Acceptance Policy Manual. For additional information on these policies, please contact the Office of Institutional Advancement.

Library Contact Information

Please let us know if you have any questions.

High Library
One Alpha Drive
Elizabethtown, PA 17022
(717) 361-1451
<http://www.etown.edu/library/>