

## GIFT AGREEMENT

DATE: \_\_\_\_\_

Donors should be aware of the following conditions:

Before making any donation, please contact David MacCartney at the phone number or email address above to arrange for delivery of the donation. **Donations of more than 25 items cannot be accepted without making prior arrangements.**

### Books, anatomical models, and multimedia

These items are generally accepted.

### Journals

Journals are generally NOT accepted unless needed to fill in gaps or replace missing or damaged issues. **Prior to any donation of journals, a description of the collection including titles and volumes (or years) must be sent to the library for review.**

These guidelines apply to donations of materials dated 1975-present. Potential donors of older materials should contact Medical Heritage Center Collections Curator, Kristin Rodgers at (614) 292-9966 or kristin.rodgers@osumc.edu.

All items accepted become the PERMANENT PROPERTY of the library. Items not needed for the Health Sciences Library will be donated to other libraries, donated to organizations sending materials to areas of need, sent to our re-sale partner Better World Books, or recycled. Through our work with Better World Books, the Library and The National Center for Family Literacy earn a percentage of net sales. Library earnings are used to buy new materials for the collection.

Gifts are deductible from taxable income in accordance with provisions of Federal income tax laws. The donor is responsible for obtaining their own appraisals of their donations.

Where applicable, copyright, literary property rights, and legal titles are given to the library.

I have read these conditions and accept them:

Print Name \_\_\_\_\_ Sign Name \_\_\_\_\_

Given in the name of/comments \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like your name acknowledged as a donor in possible library publications?  no  yes

Please include a description of your donation on the back of this form.

PLEASE DESCRIBE DONATED ITEMS HERE (OR ATTACH A LIST OF ITEMS):

Total number of items donated: \_\_\_\_\_

Thank you very much for the donation. You will receive a letter of acknowledgement from the Health Sciences Library.