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## LIBRARY DONATION FORM

**Thank you for donating material to the Cosumnes River College Library. The library appreciates your contribution.\***

**Please fill out this form and include it with your gift. Each gift to the Library is acknowledged with a letter. Letters are sent out at year end.\*\***

Donor Information	
Date:	_____
Name:	_____
Address:	_____
Phone:	_____
Email:	_____
Total number of donated items:	_____
Please indicate if you would also like to receive an acknowledgement letter.	
<input type="checkbox"/>	Yes, please send me an acknowledgement letter.
<input type="checkbox"/>	No, thanks I do not need an acknowledgement letter.

**PLEASE NOTE:**

\* The Library reserves the right to dispense of any gift materials that do not meet the library's collection needs and policy guidelines.

\*\* The library does not provide tax donation letters or appraisals of donation value.

**FOR OFFICE USE ONLY:**

Name of person accepting donated items: _____	DATE: _____
DONATED ITEMS ARE TO BE PLACED ON THE DONATION SHELF. PLEASE DO NOT LEAVE DONATED ITEMS ON CARTS.	