



If you have any questions, please contact the Donations Librarian.

Donor information

Last name		First name	
Mailing address			
City		Province	Postal code
Is an income tax receipt required for this donation? No Yes	Email address		Phone number

Donation Description

Donation Plaques

Are donation plaques required?	No	Yes
If yes, please indicate wording on the donation plaque:		

Policies and Consent

- Ownership of gift transfers to the Library and it reserves the right to decide upon the retention, location, organization use and disposition;
- Any conditions or limitations attached to any gift must be acceptable to the Library and in accordance with University policy;
- If a tax receipt is requested, an independent appraisal must be completed at the donor's expense. An independent appraisal can be arranged by the Library; tax receipts will only be issued for donations valued over \$500.
- Any staff member may "receive" a gift which is delivered to the Library, but the final responsibility of "acceptance" of gifts rests with librarians responsible for collection development;
- Materials acquired using government or institutional funds are not personal property and therefore are not eligible for tax receipts;
- The Library will process gifts as time permits.

I agree that my donation will become property of the University of Lethbridge and make no restrictions as to its disposition.

Signature donor	Date (yyyy-mm-dd)			Received by (Library Use):
	YYYY	MM	DD	