

# LIBRARY SERVICES

## Donation Form



Thank you for considering the JCU University Library. Please complete and sign this form so that Library Services staff can receive and acknowledge your generous donation. The University Library seriously considers and evaluates all donations in order to maintain strong library collections to support the teaching, research and scholarship activities of the University. Donations of material are accepted with the understanding that the University becomes the sole owner, and reserves the right to determine retention, location, level of cataloguing, access, and other considerations related to use or disposition.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone no.: \_\_\_\_\_ Email: \_\_\_\_\_

I understand the James Cook University Library may decline to accept my donation. If so, I request that

☐ items be returned to me; or

☐ James Cook University Library be responsible for disposition of items as per Library policy

I require a letter of acceptance / non-acceptance to be sent to me. Yes / No

***I declare that I have the right to transfer title of this donation to the JCU Library, either as the owner of the material or as an agent of the owner.***

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Donation Details (List titles, number of items, attach a list if appropriate):

### Library Services

Library Services Staff Member Receiving Donation  
(please print name and sign)

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

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