**Donation of Library Materials Form**

**University of Wisconsin—Madison**

**General Library System**

Name

Address

Email

Phone

Approx. number of items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General description of items

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Letter of acknowledgement requested: \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

Valuation of Material (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Any valuation greater than $5,000 must be approved in advance for receipt and delivery and accompanied by a written appraisal.*

Thank you for your donation to UW-Madison General Library System. Please note that the Libraries have specific areas of collection interest and have space and resource limitations which impact our acceptance and retention of gift materials. The Libraries therefore reserve the right to keep, to transfer materials to other libraries, to sell, or to discard all donated materials.

Signing below indicates you have read and understand the General Library System’s gift policy.

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

*Please submit completed form to the Gifts Librarian at ctsorders@library.wisc.edu.*

*Date:*

*Received by:*