

GIFT/DONATION FOR POLK LIBRARY

Polk Library accepts gifts of books, periodicals and a/v materials that support the University of Wisconsin Oshkosh curriculum.

The following conditions apply:

- (a) Polk Library retains unconditional ownership of the gift;
- (b) Polk Library makes the final decision on use or other disposition of the gift. Unless otherwise arranged by the donor, items not added to the collection shall be disposed of as weeded material;
- (c) Polk Library reserves the right to decide on the conditions of display, location of, and means of access to the gift materials;
- (d) Polk Library is not responsible for a monetary valuation statement for tax or other purposes;
- (e) Delivery of gift materials is the responsibility of the donor;
- (f) The Collection Development Librarian shall send a letter of appreciation to the donor if requested;
- (g) Items will be gift-plated if requested by the donor.

Donor

Name/Signature _____

Donor Phone/Email

Additional notes:

THANK YOU FOR YOUR DONATION