

Staff Initials _____

DONATION REVIEW FORM

A staff committee will review all donated materials for possible placement in the Library collection. Materials selected will take approximately 6 weeks to process. All other materials will be donated to the Friends of the Library, unless you request their return.

Donor: Please complete top section:

Date: _____

1. Titles of items:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Donor name: _____

3. Donor address: _____

_____ City State Zip

4. Donor phone: _____

5. Donor email: _____

6. Please checkmark one of the following:

_____ Item(s) may go to Friends booksale if not added to collection

_____ I would like item(s) returned if not added to the collection.

Note: If item(s) are not picked up within 15 days after we notify you, they will go to the Friends booksale.

7. Does the donated item fit in any of the following categories?

- _____ Author or illustrator formerly lived in Stillwater or Payne County
- _____ Author or illustrator currently lives in Stillwater or Payne County
- _____ Author or illustrator attends/attended or teaches/taught at OSU
- _____ The item contains information about Stillwater, Payne County, or OSU
- _____ No

For staff use only:

Date accepted _____

Date letter sent to donor: _____

Date item sent to Technical Services: _____

Date not accepted _____

Date donor contacted _____

Checkmark one of the following:

_____ Item contributed to Friends booksale

_____ Item returned to donor