



Donation Form

Van Wylen Library
Hope College

RECEIVING STAFF PERSON:
Date received _____
Total number of items _____
Received by _____

***Gifts may only be accepted by permanent library staff.
Thank you for your donation. Please fill out the following:***

Donor name _____

Street address _____

City, State, Zip _____

Phone, email address _____

Please provide a detailed description and approximate number of items
(e.g., approximately 50 psychology books and 10 books of general interest):

If we keep the items you donate, would you like gift plates? yes no

If yes, suggested wording:

Gift of _____

Donated items must be in very good condition (unless they are “rare”). Gifts are not accepted simply for the purpose of resale or disposal. Additionally, the library will NOT accept the following:

- textbooks; outdated material; materials already in the collection
- items in poor condition (marked, moldy, smelly, damaged) unless “rare”
- paperback novels; popular general interest magazines
- academic journals unless they fill a gap in the collection
- modern Bibles published after 1900 unless of unusual quality
- vinyl records, cassette tapes and VHS tapes

By signing this form, you have relinquished ownership of your donated materials and have agreed to allow the Hope College Library to keep, sell, exchange with other libraries, or discard at their discretion.

Donor Signature _____