



# Donation Form

Van Wylen Library  
Hope College

STAFF - FILL IN DATE AND YOUR NAME: Date received _____ Received by _____
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Donor name \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, email address \_\_\_\_\_

**Thank you for your donation. Please fill out the following:**

1. Do you need a letter for tax purposes?       yes       no  
 (We do not itemize. We acknowledge the number of hardbacks, paperbacks, and journals.  
 The law prohibits the library from assigning dollar values to gifts.)

2. If we use your gift, would you like gift plates?       yes       no  
 If yes, suggested wording:

\_\_\_\_\_

\_\_\_\_\_

3. Please provide a brief description and approximate number of items:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Occasionally, donated materials are sold.  
Book sale funds are used for discretionary purchases  
that do not fall within any other funding category.

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

Donor Signature \_\_\_\_\_

**Please bring items and form to Acquisitions / Technical Services area.**

**Please be advised that the library will NOT accept as gifts:**

- Textbooks
- Outdated material
- Items in poor condition (including over marking or material that has been underlined)
- Materials already in the collection
- 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
- Music scores that are accessible electronically
- Vinyl records and cassette tapes
- Hope College does not accept gifts simply for the purpose of resale or other disposal