Max Chambers Library
Gift Books and Materials Donation Form

The UCO Chambers Library gratefully acknowledges your gift of materials. Gifts are a valued way to supplement our collections and enhance the library’s offerings to the UCO Community. Thank You!

Donation Criteria:
Materials donated should be suitable to, and within the scope of the library mission and the current programs offered at the University of Central Oklahoma. All materials donated to the library will be reviewed in accordance with the current Library Collection Development Policy.

The Library accepts donations of:
♦ Books (hardback, paperback)
♦ Videos (CDs/DVDs/Blu Ray)
♦ Audio (cassette/CD/LPs)
♦ Other (maps, art, etc.)

The Library reserves the right not to accept:
♦ Journals, magazines or newspapers
♦ Outdated content or format
♦ In poor physical condition
♦ Unrelated to current program offerings

Use of Gifts
All gifts are accepted with the understanding that they may someday be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation. Of course, no gift will be disposed of in a careless manner and every donor can be assured the library will respect their donation.

Please Note:
1. Donations are accepted without special stipulations or restrictions and become property of the Max Chambers Library.
2. Gifts of materials may be acknowledged but not appraised. Library staff cannot assign cash value to donated items. Appraisal of items for tax purposes is the responsibility of the donor.
3. Librarians will review donated materials for possible addition to the collection, provided they support our curricula, are in good condition, and do not duplicate our holdings.
4. Items not added to the collection may be offered to the Friends of Chambers Library group for potential sale. Revenues from book sales are used to enhance the Library in many ways.

Donor Name: ________________________________________ Phone: ____________________________
Address: ____________________________________________ Email Address: ______________________
City: ___________________________ Zip: _____________ Date Received: _________________________

Please sign to acknowledge you have no objections to the above policies and procedures.

Donor Signature ___________________________ Date __________________

☐ Check here if you wish to receive a listing of materials for tax purposes along with your letter of acknowledgement.
☐ Check here if you desire to have gift bookplates with your name placed in the materials added to the collection.

Please indicate your name and title as you would like it to appear on the bookplate.

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