

## Deed of Gift of Library Materials

*This form is to be completed by the donor when an offer is made to the University Library of material for inclusion in the collection. This includes all collections located in and/or managed by the Library. This form should accompany the donated material and be sent to the Collection Development Librarian for evaluation. The donor is encouraged to read the linked [Federation University Australia Library Gifts and Donations Guidelines](#).*

I have read the Federation University Australia Library Gifts and Donations Guidelines. I understand that the Library cannot provide valuations for donated materials. I understand that the location, management and preservation of the materials or other considerations relating to their use or disposition will be at the discretion of the University/Library and that materials added to the collections are available to University staff, students and visitors.

**If, after evaluation, all or part of the material is not deemed suitable for inclusion in the Library's collection, do you wish the donated material returned to you? Yes / No.**

Please note that unsuitable items not claimed within 90 days will become the property of the University and may be disposed of.

Name \_\_\_\_\_  
Print

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Description of item(s) being donated: If insufficient space, please attach list.

Library Use:

Collections & Access Team – Evaluation/Acceptance:

Donation accepted for inclusion in collection: Yes / No Part / All

Donation/part donation not accepted:

Reason \_\_\_\_\_

Method of disposal \_\_\_\_\_

Returned to donor by \_\_\_\_\_ Date \_\_\_\_\_