



# Donation Form

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

RECEIVING STAFF PERSON:

Date received: \_\_\_\_\_

Total number of items: \_\_\_\_\_

Received by: \_\_\_\_\_

☐ Attached procedures checklist

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)

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If we keep the items you donate, would you like gift plates? ☐ Yes ☐ No

If yes, suggested wording: \_\_\_\_\_

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- Textbooks, outdated material, materials already in the collection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 and 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** \_\_\_\_\_

***Please attach the Donation Procedures checklist once form has been filled out***