



Ocean County College Library

College Drive
P.O. Box 2001
Toms River, NJ 08754-2001

Donation Gift Form

To: Technical Services, Donna Rosinski-Kauz

Date: _____

Please read the Library's guidelines on donations as described at the bottom of this form. Fully complete and read the form below for record-keeping purposes and in acknowledgement of the donation.

Donor Name: _____

Contact

Information: _____

Affiliation to Library (Faculty, Alumni, Staff, Student, etc.): _____

Approximate Number of Items Donated: _____

Types (Books, Journals, Media, etc.): _____

Comments/Notes: _____

Donation Guidelines:

- i. Any items given to Ocean County College Library will become the property of the Library. The Library reserves the right to only add materials to its collection it deems relevant and appropriate. Materials not deemed relevant may be sold, re-donated, and/or discarded.
- ii. After the donation, a full review of the items will take place by a professional librarian and any other specialist (e.g., faculty member, instructor) deemed relevant by the librarian for collection development purposes.
- iii. All materials donated to Libraries are considered non-cash charitable donations. If you need to have your gift appraised for tax deduction purposes, you must do so prior to making the donation. The Library will not provide itemized lists of the materials and will not appraise items. You are entitled to a copy of this signed form, if requested.

I have read the donation guidelines above and agree that my donation shall be handled according to the procedures listed.

Signature: _____

Note: if you have a large donation of over 50 items or have special conditions related to the donation of these materials, please contact Donna Rosinski-Kauz at 732-255-0400 ext. 2245.