



Rollins College Olin Library
 1000 Holt Avenue - 2744 Winter Park, FL 32789-4499
 T. 407.646.2676 | F. 407.646.1515 | rollins.edu/library

Donation Form

Thank you for your gift to the Olin Library. Your generosity benefits our library by broadening and deepening our existing collections.

Please be aware of our guidelines for donations (available in full at <http://www.rollins.edu/library/about/give.html>):

- Gifts meeting our collection development guidelines will be added to our holdings. Donated items that are not added to our holdings will be offered to Better World Libraries to be digitized for open access. Titles not accepted by this organization may be sold, or, if necessary, discarded.
- Appraisals of donated items are the responsibility of the donor. Under current tax laws, the Library cannot provide an appraisal.
- We will acknowledge your gift in writing; however, the Library cannot provide an inventory or count of the items donated.
- Gifts are accepted without specific stipulations, such as keeping a collection intact.
- Donated items become the property of the Library, and the Library reserves the right to make any decisions regarding their use and disposition.

If you are unable to accept our guidelines as a condition of your gift, we will be happy to suggest other possible recipients.

Thank you once again for your gift to the Olin Library.

Acknowledgement Information	
Title (circle one): Mr. Ms. Dr. Name: _____	
Street Address: _____ City: _____	
State: _____ Zip: _____ Email: _____ Phone: _____	
<input type="checkbox"/> Please send a letter of acknowledgement for my gift. (Note: the Library cannot provide a list or count of the donated items).	
<input type="checkbox"/> No acknowledgement is required.	
Description of your donation: _____ _____	
I agree to the conditions laid out in the guidelines for donations. _____ <div style="text-align: right;">(Signature)</div>	

Library use only:

Received by: _____ Date: _____ Letter sent by: _____ Date: _____