

Donations (form)

Please complete this form and include it with your donation.

Donor's Name:

Phone #/email, if follow up is needed:

Number of items donated:

Please note: The Library will not provide a value to any material donation. However, donations will be acknowledged with an official letter if requested.

Does donor want an acknowledgement letter?

Yes _____ No _____

If yes, please provide address:

Does donor want nameplates placed in each item added to the library's collection?

Yes _____ No _____

Thank you for your donation!

(Receiver: Please give items to Acq Technician)

Donations to the BSU Library (policy)

The Library welcomes both material and monetary gifts or donations for the purpose of developing and improving the library collection. Material donations will become the exclusive property of the Library and state of Minnesota. Acceptance of material donations does not guarantee inclusion into the Library's collections. A donation will be acknowledged with an official letter of acknowledgement if requested. The Library will not provide a value to any material donation. Contact the Collection Development Librarian if any questions about donations.

The Library *will* accept:

- books pertinent to the Library's mission in good condition
- DVDs in good working condition
- Monetary donations (please contact the BSU Foundation)

The Library *will not* accept:

- Any material that contains mold, mildew, brittle pages, broken spines, missing pages, odor, or other physical characteristics which impede their use
- Maps, brochures, papers, pamphlets or ephemera unless specific to the region or Bemidji State University—please contact the Archives/Special Collection Librarian
- Cassettes, VHS, filmstrips, 16 mm, or other audiovisual material for which the Library has no means to access the content
- Periodicals

Contact:

Collection Development Librarian:
Tammy Bobrowsky
tbobrowsky@bemidjistate.edu
218.755.4110

Archives/Special Collection Librarian:
Colleen Deel
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218.755.3339