Bass Library Gift Materials Form

Lorain County Community College’s Bass Library reviews all donated material for possible inclusion in our collections. Donated items become the property of the Bass Library and will be used at the Library’s discretion. *If you would like the Library to return any items not accepted for inclusion and/or if you would like acknowledgement of the donation*, then please fill out this form and list the titles of the donated items you’d like returned. Please note that the Bass Library does not appraise items for tax purposes.

|  |  |  |
| --- | --- | --- |
| Donor Info- |  | Requesting- |
| **Donor:** |  | Return of items not accepted |
| **Address:** |  | Thank you letter |
|  |  |
| **Phone & E-mail address:** |  | Donor nameplate placed in item |
| **Date:** |  |  |
| **Signature:** |  |  |
|  | | |

Items-To-Be-Returned List

|  |  |
| --- | --- |
| Title: |  |
| Title: |  |
| Title: |  |
| Title: |  |
| Title: |  |
| Title: |  |
| Title: |  |
| Title: |  |

Please attach additional sheets with item titles as needed.