



Loutit District Library

Expanding Horizons, Enriching Minds

Materials Donation

Books, periodicals, newspapers, CDs, DVDs, etc., are accepted with the understanding that they become the property of the Library upon receipt and that the Library may make all decisions as to their retention, location, cataloging treatment and other considerations relating to their use and disposition.

Name _____

Address _____

Phone _____ (in case we have a question)

Items donated: _____

Donor established value of items: _____

I have read the policy above and agree that my donation may be handled in the prescribed manner.

Signature _____ Date _____

Staff initials _____ **Copy of Form to Donor** _____