

# Donation Agreement

<b>Title (Dr., Ms., etc.)</b>	<b>First Name</b>	<b>Last Name</b>
<b>Street</b>		
<b>City, Province</b>		<b>Postal Code</b>
<b>Phone (Home)</b>	<b>Phone (Work)</b>	<b>Email</b>
<b>Donation Description</b>		
Please provide a general description of your potential donation. For example, include the number of books, number of boxes, subject coverage, language, age and condition of items, etc. It is preferable that an inventory list of the donation be provided, including title, author and publication date for each item. Please use additional pages as necessary.		
<b>Would you like to receive an income tax receipt, for material accepted for the UFV Library collection?</b>		
<i>If yes, please provide your full home address above.</i>		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Please note:</b> Due to administrative costs, UFV is not able to issue tax receipts for materials appraised for less than \$10. As well, materials acquired using government funds (for example, university research grants or a professional development allowance), complimentary and review copies received from authors and publishers or any other materials received free, are not eligible for a tax receipt.		
<b>Would you like to pick up any material(s) that will not be added to the collection?</b>		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Please note:</b> If you check the "No" box, the materials will be added to the Library book sale (with proceeds going to the purchase of Library materials), offered to another UFV department or another institution, recycled, or discarded.		

I hereby unconditionally donate the material(s) described herein to the University of the Fraser Valley Library to become its exclusive and permanent property. The material(s) added to the Library collection will be administered in accordance with the Library's established policies.

I state that I am the rightful owner of the material(s) described herein and have full authority to dispose of the material(s) by transferring complete ownership and possession by donation to the University of the Fraser Valley Library.

\_\_\_\_\_  
*Signature of Donor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of UFV Library Staff Member*

\_\_\_\_\_  
*Date*

Thank you for your support of the University of the Fraser Valley Library.