

**DONOR AGREEMENT FORM**

Thank you for supporting De La Salle-College of Saint Benilde's Br. Fidelis Leddy Center for Learning Resources (CLR)! On the reverse side of this form is our gifts and donations policy. Please read so you can understand beforehand the terms on how we will handle your donation. Again, thank you for your generosity!

**To be completed by the donor:**

Name of donor .....

Address .....

.....

Contact number .....

Email address .....

- I wish to have my name recorded as donor in the material/s I have donated.
- I wish to be contacted should one or more of my donated materials will not be accepted into the CLR collection.
- I have read and understood CLR's gifts and donation policy and I accept its conditions.

Donor's Notes .....

**Signed** .....

**Date** .....

**To be completed by CLR associate:**

Donation received by (please print name) .....

Date of receipt.....Received at.....Branch

<b>Format</b>	<b>Number of Items</b>
Books	
Serials	
Others: _____	
Others: _____	
<b>TOTAL items</b>	

## POLICY ON GIFTS AND DONATIONS

1. The selection of books, periodicals, etc. received as donations, will be governed by the same criteria that govern the selection of purchased items (see CLR's Collection Development Policy).
2. CLR will not accept photocopies or unofficial reproductions of works that will infringe intellectual property.
3. Because of space considerations and the constant efforts of CLR to provide a selection of resources relevant to the current and future needs of its patrons, CLR cannot guarantee that a donation will be part of the collection or be retained permanently. Therefore, CLR reserves the right to relocate or dispose donations that are no longer acceptable according to established criteria (i.e., in poor condition, excess duplicate copies, obsolete format, etc.) unless prior arrangements to the contrary have been made. Rejected donations in good condition will be donated to other Lasallian schools or library beneficiaries, if they are deemed still useful for the intended recipients. Otherwise, disposition will be in accordance to CLR's deselection or weeding procedures.
4. Donors may request that any donated material found unsuitable for CLR's collection be returned to them for pickup. If such is the case, CLR may contact them via email and/or text message using the contact details indicated on the donor form. CLR will not deliver or ship any items back to the donor. Materials that are not claimed after 30 days from CLR's notice will be dealt with in accordance to its weeding procedures.
5. Unless stipulated in an agreement, all donations are final and become the property of CLR, and the donor permanently relinquishes all rights to ownership and dispensation of gifted items.
6. The CLR will provide an acknowledgment letter to the donor with a list of donated materials when possible, but CLR will not provide a monetary statement or appraisal to the donor for any purpose.
7. Donors are required to sign a donor form to ensure that they understand and agree to these conditions.