

VASSAR COLLEGE LIBRARY DONOR RECORD FORM

Thank you for thinking of the Vassar College Library. Please consult the Vassar College Library Gift Policy before donating your material. Below is a form which we ask you to complete so that we may record information about you and your gift for our donor file. **No gift will be accepted without a signed Donor Record Form.**

Your signature on this Donor Record Form acknowledges that gift material not added to the collection may be sold, offered to other libraries, or otherwise disposed of at the Library's discretion.

Thank you for your generosity.

Donor Name: _____ Date _____

Contact name (if other than donor): _____

Address: _____

Phone: _____ E-mail: _____

Donor affiliation to Vassar College (alumna/us, parent, etc.): _____

Approximate number of items: _____ General subject of materials: _____

_____ I would like a letter from the library acknowledging my gift.

Please check one:

_____ I will not take a tax deduction for this donation.

_____ I will claim a tax deduction for this donation valued at less than \$500

_____ I will claim a tax deduction for this donation valued at more than \$500 but less than \$5,000
(please see Deed of Gift form on the reverse side of this document).

_____ I will claim a tax deduction of more than \$5,000 and have completed an appraisal of the materials before giving them to the Library (please refer to the Deed of Gift form on the reverse side of this document). ***Please note that appraisals are solely the responsibility of the donor.***

I have read the Vassar College Library Gift Policy and agree that my donation will be handled according to its stated terms.

Signature: _____