



# Kent Library Gift Form



We appreciate gifts of resources that support the mission of Southeast Missouri State University; this includes materials that directly support the curriculum, enhance current research areas, support current co-curricular interests, or demonstrate literary merit. For donations of unique materials related to regional or university history, contact Special Collections & Archives at 573-651-2245 or [semoarchives@semo.edu](mailto:semoarchives@semo.edu) .

## Guidelines for Gifts & Donations

- Materials should be in good condition.
- We usually do not accept the following types of donations: textbooks, popular magazines, items in poor condition, superseded formats, or illegally copied audio and video recordings.
- Gifts become the property of Kent Library upon receipt and the Library will determine the use or disposition of these materials.
- Materials not suitable for the collections may be discarded or given away.
- Appraisals are the responsibility of donors and must be completed before the donation is made to Kent Library. Donors should consult their tax advisors about the need for a professional appraisal.

If you have any questions, please contact Randyn Heisserer-Miller, Acquisitions Coordinator: 573-651-2073, [rheisserermiller@semo.edu](mailto:rheisserermiller@semo.edu).

Donor Name: \_\_\_\_\_

Contact Name (if different than donor name): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Approximate number of items: \_\_\_\_\_

General description of donated items: \_\_\_\_\_

I have read the Kent Library Gifts & Donations guidelines and agree that my donation shall be handled according to its stated terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A donation to the library is an indication of your commitment to the growth and quality of library resources. Your generous contributions and support assist Southeast in its efforts to develop strong library collections. We sincerely appreciate your generous donation of books or other materials. Thank you for helping Kent Library!

**FOR KENT LIBRARY USE ONLY**

Routing (initial and date): Initial Receipt: \_\_\_\_\_ Sent to: \_\_\_\_\_ Received: \_\_\_\_\_ Sent to: \_\_\_\_\_ Received: \_\_\_\_\_

Thank you sent: \_\_\_\_\_