



Arts Resource Center 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. A donation to the ARC 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. Thank you for helping The Arts Resource Center.

For donations of unique materials related to regional or university history, contact Kent Library's Special Collections & Archives at 573-651-2245 or semoarchives@semo.edu.

Guidelines for Gifts & Donations

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usually do not accept the following types of donations: current textbooks, popular magazines, items in poor condition, superseded formats, or illegally copied audio and video recordings.

If you have any questions, please contact Kelly Murray, Arts Resource Center Library Associate: 573-651-2755, kmurray@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 ARC Gifts & Donations guidelines and agree that my donation shall be handled according to its stated terms.

Signature: _____ Date: _____

FOR ARTS RESOURCE CENTER USE ONLY

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

Thank you sent: _____