

Youngstown State University  
William F. Maag Library  
One University Plaza • Youngstown, Ohio 44555-3675  
330-941-3675 • 330-941-3734 (Fax)

## GIFT POLICY

- Gifts of books and other appropriate items which help build the library's collection are always welcome.
- Gifts are accepted by Maag Library and are reviewed to determine if the books (items) should be added to the collection. The Library reserves the right to dispose of gift materials that is found to be inappropriate for the collection.
- The donor will be responsible for obtaining any appraisals for tax purposes, if they so desire, prior to delivery of the materials to the Library. The cost of such appraisal shall not be borne by Maag Library.
- Before bringing a donation to Maag Library, donors should box all materials and contact the Acquisitions Librarian to discuss any special circumstances concerning the donation.
- Once received, items become the property of the Maag Library.

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## CERTIFICATE OF GIFT

Name of donor: \_\_\_\_\_

Address of donor: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Gift (Include the number of items if applicable):

Gift plate to be placed in item:

In memory of \_\_\_\_\_

In honor of \_\_\_\_\_

Presented to Maag Library by \_\_\_\_\_

Please notify the family or person in whom this materials is being donated (if *In Memory of* or *In Honor of*). Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, hereby unconditionally transfer all legal rights to the ownership, title, and interest in the above gift(s) to the William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Donor Signature: \_\_\_\_\_

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

Library Signature: \_\_\_\_\_

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