



TODD WEHR MEMORIAL LIBRARY

Donations and Memorials

Date:

Donor Name (please print):

Address (if acknowledgement of donation is desired):

Physical Item Donation:

Donation Condition: New Used

Donation Description:

Quantity:

Monetary (Cash) Donation: \$

If you're donating cash, how would you like your donation to be used?

Library General Needs Library Endowment Fund

Other (please describe):

On behalf of Todd Wehr Memorial Library and Viterbo University, thank you for your generous donation. Here are a few things to keep in mind:

- All materials are subject to review for appropriateness and compliance with library policies and our underlying mission, goals, and academic curriculum.

As such, your donation may or may not be used or displayed. If we do not retain your donation, we may donate or dispose of the item.

- Books are to be useful to our collection and should be clean and unmarked. Bookplates, or other materials found in books, should be removed before donation. An item may be excluded if it is in substandard condition, a commonly used textbook, or materials deemed to be outside our academic pursuits or underlying goals.
- The serials collection reflects Viterbo's academic curriculum as well as the research interests of students and faculty. Due to a decline in print usage, print serial donations will only be added on a rare basis.
- Archival donations may undergo a weeding process to determine which materials, if any, are appropriate for the collection. Please be aware this process may eliminate part or even the entire donation. The Archives does not maintain a rare books collection, nor other collections unrelated to Viterbo history.

The library staff is not permitted to appraise items. Please have this done before a donation is given. If desired, estimate the monetary value of your physical item donation for the purposes of tax deduction.

Estimated value of donated items your tax purposes: \$

Signature of donor:

Office Use Only

Staff initials:

Original to patron

Copy to Director