

Gift Book Policy for Mitchell Library

Revised September 2022

Mitchell Library accepts donations for our collection that meet the following criteria:

- Good physical condition (no mold, missing covers, excessive writing/highlighting)
- No out-of-date textbooks (older than 10-15 years)
- No journal collections without prior approval
- No tape cassettes or VHS

Please call the library at (503) 251-5322 or email library@multnomah.edu before bringing any donations. To confirm the donation meets our criteria, **it is helpful if the donor provides a complete title list in advance.** Please include author, publisher and date of publication. Title lists may be sent to library@multnomah.edu.

After we accept your donation via email or phone, you are welcome to deliver books to the library anytime the library is open (check hours at www.multnomah.edu/library), but we encourage you to set up a time in advance if you need help bringing the items into the library.

Donations are not automatically added to the library but are assessed based on library needs. Any items not added will be sold, given away, or discarded at the discretion of library staff.

The library does not appraise or estimate the value of gifts. However, upon request, the library can have a letter sent that acknowledges the receipt of the materials. Please know that we will not be able to provide a list or number of titles, so if this information is needed for tax purposes, please make note of that information before donating.

When bringing approved donations, please fill out the form below and bring with you (you will need to print and fill out). If you do not have access to a printer, we are happy to provide a form at the library.

Gift Book Donor Form

Thank you for your generosity to Mitchell Library. We appreciate you! Please take a moment to read this form and fill it out.

Policy: Gifts are accepted under the condition that there are “no strings attached”. If we do not add the gifts to our collection, then the usual alternative is that they will be sold with the proceeds benefiting the library, given away or discarded.

Please provide the following information:

Name: _____

Address: _____

Email Address: _____

Please initial here _____ if you would like a receipt for tax purposes.

Please sign and date this form and leave it with your donation.

Signature: _____ **Date:** _____