

**Greenwood Library  
Longwood University**

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**GIFT FORM**

**Name of Donor:** \_\_\_\_\_

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

**Number and type of items donated:**

**Books:** \_\_\_\_\_ **Non-print (e.g. CD, DVD, etc.):** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**NOTE:** Gift materials are accepted with the understanding that the same selection standards apply for them as for purchased materials and that the library staff may dispose of materials not added to the collection as they see fit. Once accepted by the library, gift materials become State property and are subject to prescribed methods of disposal (i.e., they may be declared surplus for inclusion in the State surplus property auctions). The library staff cannot appraise or assign monetary value to any gift donation.

**Special Considerations:** \_\_\_\_\_

For questions or special requests regarding  
donations of materials to Greenwood Library  
please contact --  
  
Florence Southall  
Greenwood Library  
Longwood University  
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Office 107  
434.395.2742