Greenwood Library
Longwood University

Gift Form

Name of Donor: ________________________________

Address: ______________________________________

Number and type of items donated:

Books: __________ Non-print (e.g. CD, DVD, etc.): __________

Other: ______________________________________

Received By: ____________________ Date: ______________

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
Office 107
434.395.2742

3/20/08