

# Watson Library Donation Form

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

Donor's Name: \_\_\_\_\_

Preferred Contact Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Faculty \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Emeritus \_\_\_\_\_

Community Patron \_\_\_\_\_ Alumna/Alumnus \_\_\_\_\_ Class of \_\_\_\_\_

Number of: Books \_\_\_\_\_ Videos \_\_\_\_\_ DVDs \_\_\_\_\_

Other \_\_\_\_\_ Please specify: \_\_\_\_\_

Do you require a letter from the Advancement Office? Yes \_\_\_\_\_ No \_\_\_\_\_

If any items are not added to the Watson Library Collections, do you want them returned? Yes \_\_\_\_\_ No \_\_\_\_\_

May items be offered to other libraries or sold on our sale table?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do items require a "dedication plate"? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify wording: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do any items need to be placed on Reserve for a Class? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list which item(s), class, and reserve start date: \_\_\_\_\_

\_\_\_\_\_