

Oklahoma City University  
Dulaney-Browne Library

Gift Record

Donor: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Include book plates?

(Book plate information is also included in the online catalog so that a key word search will identify materials in the gift)

\_\_\_\_\_ yes      Book plate text: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ no

I understand that while the library is happy to accept gift materials that for these materials to be added to the collection they must be in good condition and further the library's mission. Materials not added to the collection should be:

\_\_\_\_\_ held (up to 1 month) for pickup at the Dulaney-Browne Library

\_\_\_\_\_ sold to benefit the Dulaney-Browne Library

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted By \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement letter sent: \_\_\_\_\_

Description of the Donation (attach extra sheet if needed):