

# AUSI LIBRARY DONATION FORM



Thank you for considering AUSI Library. Please complete and sign this form so that we can receive and acknowledge your generous donation. The Library seriously considers and evaluates all donations in order to maintain strong library collection to support the teaching and learning activities of AUSI. Donations of material are accepted with the understanding that the Institute becomes the sole owner, and reserves the right to determine retention, level of cataloguing, access, and other considerations related to use or disposition.

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Donation Details** (*List titles, number of items, attach a list if appropriate*):

Books	Journals/Magazines	Audio Visual (CD, tapes)
Other		

I understand that the Library may decline or accept my donation. If items are declined, I request that

- items be returned to me; or
- AUSI Library be responsible for disposal of items as per AUSI Library policy

I require a letter of acceptance / non-acceptance to be sent to me.       Yes    No

*I declare that I have the right to transfer title of this donation to AUSI library, either as the owner of the material or as an agent of the owner.*

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

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**AUSI STAFF USE ONLY**

Name of Library staff member receiving donation: \_\_\_\_\_

Date Acceptance/Non-Acceptance Letter Issued: (circle relevant letter type and attach copy of letter to this form)

\_\_\_\_\_

\_\_\_\_\_  
Academic Manager  
Signature and date

\_\_\_\_\_  
Business Manager  
Signature and date