

# SHERIDAN LIBRARY DONOR DECLARATION FORM



Sheridan Library: Thank you for your offer to donate materials to the Sheridan Library and/or Sheridan Law Library. In order to consider your donation, please complete the following form. <https://sheridan.edu.au/index.php/library>

## CONTACT DETAILS

<b>Given Name:</b>	<b>Family Name:</b>
<b>Mobile:</b>	<b>Home/Business Phone No.:</b>
<b>Address:</b>	
<b>Suburb:</b>	<b>P/Code:</b>
<b>Email:</b>	

## DESCRIPTION (e.g. content, format, currency, etc.)

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## ACKNOWLEDGEMENT

<input type="checkbox"/>	<b>If you wish to be formally acknowledged/or no formal acknowledgement is required for your donation, please select appropriate box below:</b>
<input type="checkbox"/>	Letter of formal acknowledgement required
<input type="checkbox"/>	No formal acknowledgement required

## DONOR STATEMENT

I, ..... hereby donate and express to the Sheridan Library and/or Sheridan Law Library all rights, title, and interest that I possess in the donated materials/items. I am the sole owner of the donated materials/items. I have the full right, power, and authority to donate the materials/items to the Sheridan Library and/or the Sheridan Law Library.

I acknowledge that the Sheridan Library and/or Sheridan Law Library cannot provide valuations of donated materials/items.

I acknowledge that the location, retention, cataloguing, and preservation of the donated materials/items or any other considerations related to their use or disposition/discarding are at the discretion of the Sheridan Library and/or Sheridan Law Library.

I also acknowledge that the materials/items added to the collections shall be accessible to all individuals qualified to use materials/items in the libraries.

I herewith provide full ownership of donated materials/items to the Sheridan Library and/or Sheridan Law Library.

<b>Signature:</b>	<b>Date:</b>
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OFFICE USE ONLY:

DATE RECEIVED:

Staff Member

Relevance to collection:

Retention Schedule:

Physical requirements: