

# Material Donation Waiver Form



*To be used for book and media donations*

## Contact Information:

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

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

Postal Code: \_\_\_\_\_ Library card: 021700 \_\_\_\_\_

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

Are you donating this material on behalf of a group?  Yes (please specify) \_\_\_\_\_

## Summary of donated materials:

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

Are you the creator of this work?  Yes  No

**I hereby offer to donate the material described above to the Caledon Public Library.**

**I understand that upon acceptance, the donated materials become the property of the Caledon Public Library Board and their suitability for the collection will be considered using the criteria identified in the Library's Collection Development Policy. Materials not added to the collection may be sold or recycled. I make no restrictions as to their disposition.**

Signature of donor: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

### For Staff Only:

Date reviewed: \_\_\_\_\_ Staff member : \_\_\_\_\_

Recommendation/Action:

Add to collection  Sell  Recycle  Other: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_