

**Gift Form**

The decision to add gift material to the collections is made on the basis of the HPU Library and Learning Commons' Collection Development Policy, which is designed to support the University's academic programs and community.

The Library does not appraise donations or assign values to gifts.

*Please present the completed form with your donation at the **Circulation Counter at Waterfront Library**. You will receive a letter via email acknowledging your donation upon submitting this form.*

**Donor Contact Information (please type/print legibly)**

**Date** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Affiliation (Student, Staff, Friend, Organization) \_\_\_\_\_

Number of items (10 item limit): \_\_\_\_\_

General subject of the material \_\_\_\_\_

**Library Office Use Only**

**\*\*Forward items and gift form to Acquisitions & Collection Development\*\***

Received by:

Library staff \_\_\_\_\_ Date \_\_\_\_\_

J. Yoshikawa 10/15/13 Rev.: E. Subia 04/08/19 Rev: J.Nicolas 09/22/23

✕-----  
(Bottom portion to donor)

**HPU Library & Learning  
Commons Gift Receipt**

**Thank you for your donation!**

**Date** \_\_\_\_\_

Number of items (10 item limit): \_\_\_\_\_

**Received by** \_\_\_\_\_