



Donor Record Form

Donor Name(s)	Today's date	FOR OFFICE USE ONLY
Contact name (if different than above):		Date Received:
Donor Affiliation, if any (alumni, past donor, etc.)		Received by:
Address: (Include city, state, postal code, and country, if applicable)		
Daytime, Evening, Mobile Phone:	Email:	
Acknowledgement letter to: or, Same as above		

Number of items in gift:

Description of property: (Please include complete bibliographic citation for all published materials. Attach additional sheets as needed.)

Please choose one:

- I will not take a tax deduction for this donation.
- I will claim a tax deduction for this donation at more than \$500 but less than \$5,000.
- I will claim a tax deduction of more than \$5,000 and have completed an appraisal of the materials before donating them to Loma Linda University.

I/We have read the gift policy for the University Libraries, Loma Linda University, and agree that my/our donation shall be handled according to its stated terms.

The items listed above are owned by me/us and are offered as an irrevocable gift to Loma Linda University for the benefit of students, faculty, staff, the University community and scholars worldwide. All ownership, rights and titles (except copyright and other intellectual property interests) in this property are transferred to the University Libraries, Loma Linda University. The University Libraries staff will determine retention, location, cataloging treatment, and any other matters related to the gift's ultimate disposition.

Signed:	Date:
Signed:	Date:

Thank you for your generosity and support in enriching the Loma Linda University Libraries.