



**St. Edward's University  
Scarborough-Phillips Library  
Gifts and Donations**

The Scarborough-Phillips Library accepts gifts or donations according to the following stipulations:

All gifts are final. By the act of donation, the donor permanently relinquishes all rights to ownership and dispensation.

The library reserves the right to dispose of gifts to its best advantage, including retention in the library, transfer to other University departments, sale, or donation to other institutions or organizations.

In accordance with the donor's wishes, book plates or other labels will be affixed to selected items showing the donor's name and, if applicable, the person or cause in whose honor or memory the gift was made.

Materials which are donated to the collection will be processed and treated according to library policy. No special conditions for use or display of donated items can be implemented.

Please note that in accordance with IRS regulations, the University cannot appraise gifts for tax purposes. As part of the donation process the library, in collaboration with the Office of University Advancement, will furnish the donor with documentation of the date of the gift, the number of titles, and the format(s) of the gift.

Donor's Name: \_\_\_\_\_

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

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

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

Description of Gift (ex. number of titles, hardbound, softbound, etc.)

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