

Donation to the
Woodward Library Society
Austin Peay State University Foundation
PO BOX 4595, Clarksville, TN 37044

Name: _____

Phone: _____

Email Address: _____

Mailing Address: _____

Type of Gift:

Hardcover Book(s): Qty.: _____ Value: \$ _____

Paperback Book(s): Qty.: _____ Value: \$ _____

Media: CD(s) _____ DVD(s) _____ Value: \$ _____

Other (describe): _____

Monetary Donation Amount \$ _____

Bookplate Information (Print):

Donate by: _____

___ In Honor of / ___ In Memory of:

I acknowledge that materials donated to the Woodward Library Society that are not added to the collection may be sold, discarded, or given away.

Signature _____

Date _____



GIFTS TO THE LIBRARY DONATIONS

Thank you!

Contact Stephanie Bandel our Resource Management Librarian to coordinate donations. Her contact information is below. The form on this brochure must be completed and submitted with your donation.

Get In Touch

Phone

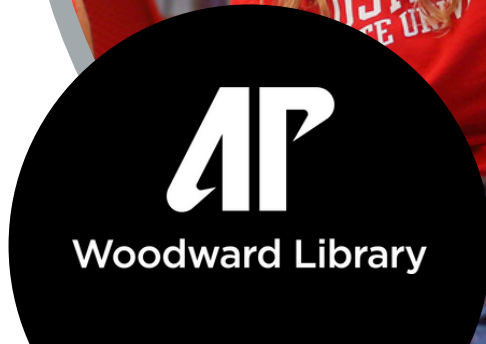
931-221-7611

Email

bandels@apsu.edu

Austin Peay State University is an AA/EEO employer and does not discriminate on the basis of race, color, ethnic or national origin, sex, religion, age, disability status, and/or veteran status in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Affirmative Action, 601 College St., Browning Building Room 7A, Clarksville, TN 37044, Email bryantism@apsu.edu, Phone (931) 221-7178.

Rev. 10/2017



About Us

The Felix G. Woodward Library, supported by the Woodard Library Society, welcomes donations of books, media, and monetary gifts to enhance its academic collection. Relevant and clean working items that support the University's curriculum are particularly valued.



Appraisals & Income Tax

Donors provide an estimated value of materials gifted on the form in this brochure. If no value is provided, standard valuations will be assigned (\$5 books, \$1 CDs, & \$2 DVDs). Librarians do not appraise materials & the University does not provide an appraisal statement. The Resource Management Librarian will provide a letter of acknowledgement for receipt of goods, but this is not an appraisal of fair market value of the goods donated. Appraisals are required by the IRS for donations more than \$5,000 and are the donor's responsibility to arrange.



How to Donate

Contact Resource Management Librarian Stephanie Bandel to coordinate making a physical donation (bandels@apsu.edu or 931-221-7611).



IN MEMORY OR HONOR

Bookplates to honor individuals are available upon completion of the donation form in this brochure.



QUALITY CONTROL

Materials received are reviewed by the Resource Management Department and may be used in our collections. However, materials not added to the collection may be sold or disposed of at the Library's discretion.



MONETARY DONATIONS

Financial contributions are appreciated and assist with acquiring materials. Monetary donations can be made to the Woodward Library Society by scanning the QR Code below or visiting library.apsu.edu/society/.



Materials We Do Not Accept

- Books or materials in poor or damaged condition
- Textbooks
- Mass produced paper backs
- Outdated materials
- Outdated technologies (VHS, Tapes, etc.)
- Workbooks or loose-leaf books
- Periodicals or magazines

Materials We Accept

- Books (with some exceptions, see above)
- DVDs
- CDs
- Special collections items (papers, diaries, records, photographs, etc.) - Please call 931-221-7028 for more information

Gift Selection

The Library only accepts gifted materials that we intend to use. The Resource Management Librarian in conjunction with subject librarians will review donated materials to determine if materials meet our collection criteria.

Due to workload considerations, we are not able to notify donors of each title's disposition and we cannot return materials that are not added to our collections.