

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 402.2

Subject: Archive Donation Form

Items received on _____ from _____

Included in the donation are the following items, please include as much detail as possible. Such as names, dates, and location associated with items as well as a physical description.

What are the measurements of the items:

What is the condition of the items being donated:

I confirm and agree that the above listed items are being given to the Crawford County Library, and understand that this donation will fall under Policy No. 402 Subject: Gift in the policy manual.*

_____ (sign)

_____ (print)

_____ (date)

I confirm and agree that the above listed items have been received

_____ (sign)

_____ (print)

_____ (date)

*A copy of this policy is available upon request

ADOPTED: August 13, 2015