

Materials Donation Form

The NYSID Library welcomes material samples within our collecting guidelines. Please contact the Librarian Meg Donabedian at 212-452-4174 or via email at mdonabedian@nysid.edu to discuss the materials you would like to donate. Once approved, this form should accompany your donated materials.

Donor Name: _____ Date _____

Contact name (if other than donor): _____

Address: _____

Phone: _____ E-mail: _____

Donor affiliation: ☐ Alumna/us ☐ Student ☐ Faculty ☐ Other: _____

Number of boxes: _____

Number of bags: _____

Brief description of contents:

Please list me in the Atelier/Annual Report as:

☐ I wish to remain anonymous

Signature: _____

NOTE: For tax purposes, the NYSID Library will provide a gift-in-kind acknowledgement letter with an item count of boxes/bags of materials donated. Neither the College nor the Library can assign a dollar value. Any appraisal of the items donated is the responsibility of the donor.

All materials donations are accepted with the understanding that they become the Library's property and as such may be used or discarded at the Library's discretion.

Thank you for supporting the NYSID Library's materials collections.