



Library donation form

Please contact the Collections Team before completing this form
(collections@nottingham.ac.uk).

For pre-1850 publications, manuscripts or archives, please contact Manuscripts & Special Collections (mss-library@nottingham.ac.uk).

To be completed by the donor:

Name of donor

Address

.....

Telephone number

Explanatory notes

.....

I confirm that Collections have agreed to accept this donation

I agree that my details may be passed to the Campaign and Alumni Relations Office (only in the case of substantial donations)

The Library receives donations on the understanding that they become the property of the Library. I accept this and grant the Library the right to determine the use or disposal of any donated material.

Signed

Date

To be completed by library staff, before sending to Collections at KMC:

Donation received by (please print name)

Date of receipt.....Received at.....Library

Number of items (approximate)

Type of material.....

[For substantial donations, Collections to scan and send to Campaign and Alumni Relations Office](#)