

**Bennett D. Katz Library
University of Maine at Augusta
46 University Drive
Augusta, ME 04330
207-621-3349**

Donation Processing Form

Note: This form for internal use only—please fill out and include it with the gift in the collection librarians' office.

Staff Initials: _____

Date Received: _____

Donor's Name (or name of proxy):

Include a copy of the Gift form for Patrons and attach!

Note: Portion below to be filled out by collection development librarian.

Gift acknowledgment letter? ___Y ___N

Gift bookplate? ___Y ___N

Type of material donated:

<u>Print Items</u>	<u>No. of</u>
Books	_____
Serials	_____
Other (specify)	_____

Non-print (specify format)

Audio _____	_____
Visual _____	_____
Other _____	_____

Collection Notes:

__AN

__PL