# Appendix 1 – Donation Form

**Agreement for the deposit of records**


# Depositor

Name: Address: Post code:

Email address: Tel. No.

# Details of Deposit

Please provide a brief description of your donation:

Number of items in donation:

Format of donation e.g. books/journal: Age range of items donated:

Acceptance of items has cost and resource implications. To ensure that your donation is beneficial to the University’s teaching, learning, and research activities, please provide the following information:

Is the item in ‘as new’ condition? Yes/No

We may, in exceptional circumstances, accept items which do not meet the above criteria, for example key texts which are now out of print, or works by University of Chichester authors. This would be at the discretion of the appropriate member of library staff.

Are there any additional reasons why you feel this item should be added to our collection?

Provenance (where have the items come from):

Are there any restrictions and/or copyright issues: Yes/No/Unsure

# For Archive use only

Accession Number: Date received: Ref. No.