

Gift Delivery Record

This form serves to document all materials offered to the Chatham University Archives & Special Collections.

Please see the reverse for further information and conditions governing this gift.

Donor Contact Information

Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Method of Delivery

Hand-delivered personally

Mail Hand-delivered by representative

Representative Name _____

Address _____

Phone _____

Email _____

Item(s) and Description

Disposition if not accepted for inclusion into the collection

Donor will pick up within 30 days

At discretion of the Archives & Special Collections (may be sold, offered to another institution, or discarded)

Received by:

Name

(Department - if outside JKM Library)

Archives & Special Collections Use Only:

- Accepted Notes:
- Not Accepted
- Partially Accepted

Conditions Governing Gifts

Thank you for offering materials to the Chatham University Archives & Special Collections. We appreciate your generosity. Please note the following conditions that apply to all donations:

- The University and its employees are not authorized to provide a value to any property donated by a donor for the donor’s tax purposes. Donors are advised to consult with their tax advisors on issues related to income tax deductions.
- Receipt of items offered as a gift may be conditional upon the approval of Library and Archives staff. When the Chatham University Archives & Special Collections accepts a gift, it becomes the property of Chatham University, which reserves the right to determine whether the materials will be retained, where the materials will be located, and how the materials may be accessed.
- Please note that for gifts of rare books, manuscripts, any original materials, or other significant donations a Deed of Gift may also be required at the discretion of the JKM Library and Chatham University Archives & Special Collections staff.
- A gift delivery record will be kept on file at the JKM Library.

Library Contact Information

Please let us know if you have any questions.

Molly Tighe
JKM Library
Archives & Special Collections
Chatham University
Woodland Road
Pittsburgh, PA 15232
412-365-1212
Mtighe1@chatham.edu