



### Donation Form

Name:	Address:
Date:	
Email:	

I offer the items described below to the CUNY Graduate Center (GC) Library. I understand the terms of the gift:

Upon physical transfer to the library, donated items will not be returned.

Donated items may be added to the GC Library collection. They may be offered to other libraries as determined by GC Library staff. They may be sold to generate income for the GC Library.

The library will not provide appraisals of gift items or collections. The library will acknowledge the gift as described in a letter to the donor.

Description:

# hardcover academic books:	# paperback academic books:
# hardcover trade books:	# paperback trade books:
# CDs/DVDs:	Authored by CUNY faculty?
Required for a GC course? Course title, instructor, term:	# other, described:

**Signature:**

Return this completed form to:

Graduate Center Library Acquisitions  
365 Fifth Ave.  
New York, NY 10016

or email to: [libacquisitions@gc.cuny.edu](mailto:libacquisitions@gc.cuny.edu)

The CUNY Graduate Center Library appreciates gifts of high quality, recent academic titles in excellent condition that will support the GC curriculum. Titles not already held by the GC Library will be reviewed for addition to the collection. Books and other media with markings, wear, or damage will be discarded. Items in fragile condition or in unstable formats will be discarded. Photocopies and non-original recordings will not be accepted. VHS, audio tape, and vinyl are not accepted. Titles that are freely available online or widely held in other library collections will be reviewed, but they are likely to be offered to other libraries or sold. Academic titles over 8 years old will be reviewed, but they must be substantially relevant to the current GC curriculum to be added to the GC library collection. Titles without substantial relevance to the GC curriculum will be offered to other libraries or sold.